

# **\*JOB ANNOUNCEMENT\***

## **SUPERVISOR - GENERAL ACCOUNTING Grade 28**

**DUTIES:** Provides clear, focused leadership of Accounting department. Monitors reporting of financial information for the Authority. Responsibilities include: supervising a staff of seven; the daily recording of financial information in the general ledger including payroll, cash receipts, cash disbursements and accounts receivables; ensuring general ledger accounts are reconciled monthly; recording, monitoring and disbursements of grant funds received from various organizations; assisting the Director in the implementation and maintenance of a strong internal control system; review and remittance of all federal, state, and local taxes including remittance for retirement benefits; ensuring compliance with GAAP, Ohio Revised Code, Federal Transit Administration regulations, Ohio Department of Transportation regulations, and other funding agencies; coordinating yearly audits with independent auditors and funding agencies; and preparing the Comprehensive Annual Financial Report financial statements relating to the audit. Performs other duties of a similar as may be required. Practices safety precautions and measures at all times.

**MINIMUM REQUIREMENTS:** Applicants must have a BA in Accounting and a minimum of six (6) years of accounting experience including a minimum of four (4) years of supervisory experience. Experience in a government or not-for-profit setting preferred. Must have excellent analytical and communication skills. Applicants must have working knowledge MS Office and accounting systems. Knowledge of Oracle Financial system is preferred, but not required.

**SALARY RANGE:** \$58,747 - \$77,840 annually.

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: [jobs@gcrta.org](mailto:jobs@gcrta.org), or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113. **Resumes will be accepted until the position is filled.**

**SELECTION PROCESS:** This is a non-bargaining exempt position. Merit system rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Hot Line: (216) 566-5284  
Job Grade: 28  
Date: January 6, 2011  
Job Announcement No.: 2011-6

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)  
Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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