

JOB ANNOUNCEMENT

Financial Accountant Grade 26

DUTIES: Applies principles of accounting to record and analyze financial information and prepare financial reports; assists Supervisor of General Accounting in developing, analyzing, recommending and producing accounting improvement procedures throughout the Authority; assists in monitoring department performance against accounting procedures, processes and principles; applies principles of accounting to conduct studies which provide detailed information not supplied by accounting systems; plans, develops, and initiates other analysis related to special projects; performs duties of a similar nature as may be required.

MINIMUM REQUIREMENTS: Applicants must have a Bachelors degree in accounting, business administration, or related field. Applicants must have four (4) years of recent accounting experience with generally accepted accounting principles (GAAP) and practices. Experience must include: applying fundamental accounting concepts and procedures, developing and maintaining financial statements, monitoring accounting cycles, ensuring proper techniques for recording all applicable financial data, summarizing and classifying accounting data in various systems, including double-entry accrual accounting systems and providing financial problem solving and analytical business financial recommendations, financial interpretation and other related matters. Applicants must have excellent analytical and computer skills and have a working knowledge of Microsoft Office programs (Word, Excel, PowerPoint) and Accounting software systems. Applicants must also have excellent written and oral communication skills.

STARTING SALARY RANGE: \$48,589 - \$64,380 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, the e-mail address listed below, or mail to 1240 West 6th Street, Cleveland, Ohio 44113. **This position will remain open until filled.**

SELECTION PROCESS: This is a non-bargaining exempt position. No Eligible list will be established. Merit System Rules do not apply. 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/DRUG FREE WORKPLACE

Job: Grade 26
Date: November 25, 2011
Job Announcement No.: 2011-144

Web Site Address: www.rideRTA.com
Email address: jobs@gcrtcra.org

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