

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Controller
Department: Administration
FLSA Status: Exempt Pay: Salary/E3

Category: Non-Safety Sensitive
Revision Date: 11/25/2024
Reports to: Director of Finance

JOB RESPONSIBILITIES (Performs other related duties as assigned.)

Provide administrative support for all financial aspects of small public urban transportation system. Manages accounting staff to provide financial information to department head to accurately and timely disseminate financial performance. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Help to ensure that all revenues received by the Transit Authority are properly accounted for and deposited in accordance with Chapter 135 of the Ohio Revised Code.

Use designated computer software to update financial records and reports.

Reconcile and balance all financial accounts on a monthly basis. Prepare monthly financial reports, including balance sheet, income and expense statements.

Ensure that expenses are paid in a timely manner.

Prepare invoices for entities which purchase services from PARTA. Ensure regular payment. Maintain professional rapport with external organizations to ensure ease of billing and payments.

Maintain regular communication regarding financial matters with transportation and maintenance providers and organizations which purchase services from PARTA.

Compile data for the federal required national transit database (NTD) reporting.

Work with staff to prepare for and complete the annual audit by the state auditor or outside third-party auditor.

Prepare payroll checks and all related federal state and local tax and benefit payments and reports. Work with other departments to ensure payroll accuracy and efficiency.

Oversee state and federal applications for financial assistance, as required.

Help to prepare and file monthly, quarterly and annual state and federal financial and program grant reports as required. Prepare and file other state and federal plans, programs, and reports as required to maintain compliance with applicable rules and regulations.

Work with departments to prepare annual operating and capital budgets and amendments to operating and capital budgets as required.

Work with departments to record the physical assets of the Transit Authority, oversees and records all major purchase of equipment and capital construction and must verify work paid for is actually complete.

Maintain and improve internal financial controls and procedures. Makes recommendations to the department head to optimize efficiency. Help to align financial policies and procedures within the vision and mission of the organization and in adherence to the Federal Transportation Administration (FTA).

Conducts financial analysis and forecasting for upcoming projects. Identify deficiencies and areas for improvement.

Manage accounting staff and participate in cross training with other staff as directed. Assists the director on special projects.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned. Participates in training and retraining classes and programs as needed. May ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new hardware and software.

QUALIFICATIONS

BA/BS Degree in accounting or business administration. Five to ten years of progressively responsible financial or accounting experience with management experience or equivalent combination of education and experience. Experience in public transportation or the public sector is a plus.

Knowledge of: bookkeeping, auditing, and general accounting principles, practices, methods, functions and procedures; office practices and procedures; modern computer data entry procedures.

Skill in: the use of computer and data-entry equipment; use of Microsoft Excel spreadsheet software; establishing and maintaining effective working relationships with superiors, employees, vendors, financial institutions and the general public.

Ability to: interpret and apply complex policies, regulations, codes, and procedures; make accurate mathematical calculations; key alpha-numeric data quickly and accurately and to recognize and correct data entry errors; maintain confidentiality regarding financial matters; demonstrate honesty in performance of all duties; communicate effectively with a variety of work-related contacts, both orally and in writing; effectively plan, organize, schedule, and prioritize activities, tasks, and assignments; maintain complex records and prepare meaningful clear, concise, and accurate reports; answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner; learn and apply other accounting software applications or programs; use PC compatible hardware and software (ACCPAC accounting preferred, but not necessary) including accounting and financial management; give good attention to detail; communicate effectively both orally and in writing; work independently and with others;

interact effectively with funding agencies, contractors, outside agencies and customers; ensure technical competence and compliance with all current local, state and federal policies, standards, guidelines and criteria; and promote positive image of PARTA by providing customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
- B) Successful completion of previous employment verification, criminal background investigation.
- C) Successful completion of Non-Department of Transportation Pre-Employment Drug Screen.
- D) Successful completion of a credit check.

TOOLS AND EQUIPMENT USED

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, geographic information system, transit operations and communication software; and data management software; PDA, scanner and other related office technology; typewriter, 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the U.S. Department of Labor and Physical Demands Strength Rating, this is considered Sedentary Work – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

WORK ENVIRONMENT

Work is typically performed indoors in an office environment. It is subject to deadlines under pressure and irregular activity schedules.

ADDITIONAL INFORMATION

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment. The employee will be required to comply with the employer's Drug and Alcohol Policy.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”