

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

**Position Title: Chief Accountant**  
**Department: Administration**  
**FLSA Status: Exempt Pay: Salary/E4**

**Category: Non-Safety Sensitive**  
**Revision Date: 03/11/2025**  
**Reports to: Finance Director**

**JOB RESPONSIBILITIES** (Performs other related duties as assigned.)

Under the general direction of the Finance Director, performs accounting and administrative work in the daily management of financial and accounting records in areas such as banking, general accounting, payroll, accounts payable/accounts receivable and procurement. 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. Supervises accounting support staff in the maintenance, compilation, verification and reconciliation of financial and accounting records. Demonstrates regular and predictable attendance. Promotes positive image of PARTA by providing customer-oriented service. 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**

Manages the day-to-day operation of the finance department. Processes and maintains accuracy of data for a variety of systems or programs, such as, payroll, accounts payable, accounts receivable, procurement, contract management, inventory control, purchase order invoice tracking, or customer inquiry systems. Prepares monthly accounts receivable invoices. Perform functions regarding payroll processing and reconciliation.

Assists the Finance department, as requested, to fulfill formal competitive bidding and procurement requirements, including preparation and tracking of request for proposals, invitation for bids, and management of contracts, from inception to completion of project. Ensures proper procurement history on purchase orders; compiles, reviews and compares invoices against purchase orders, shipping/receiving documents, and vendor statements to ensure accuracy.

Reviews data for accuracy, compiles data for entry into computer, enters correct data, computes data for reports, records specific changes to information or database, prepares, generates, and distributes weekly, monthly, quarterly or annual reports, i.e. state and federal grants, PERS, BWC, and/or other reports as required.

Audits and processes payments for contractual work and vendors, invoices, and other financial documents; reviews receiving reports; verifies calculation, extensions, and discounts for services and purchases; recommends accounts payable transactions for discounts; posts expenditure entries and prepares and generates checks for signature; distributes accounts payable checks, as directed.

Ensures accuracy in receiving, reconciling, and depositing funds, checks, statements, and computer summary reports; traces, reviews and reconciles records and support documents and determines corrective measures for adjusting inconsistencies and errors. Works with external organizations to ensure ease of billing and payments. Maintain

regular communication regarding financial matters with providers and organizations that purchase services from *PARTA*.

Develops and maintains computer generated spreadsheets; posts and reconciles computer transactions; computes and records charges; calculates totals, net amounts and records computations; makes computations on separate adding and calculating machines.

Maintains filing systems for retrieval and coordination of information within and across operational areas.

Compiles and sorts documents, such as invoices and checks, substantiating accuracy of transactions.

Assists in financial analysis and forecasting for upcoming projects. Works to help identify deficiencies and areas for improvement/

Responds to requests for information from management, employees and the general public; coordinates information with appropriate operational areas; prepares sufficiently detailed reports for public meetings and/or discussions; sends notification correspondence and assists in resolution of public or customer concerns.

Perform duties in absences of Finance Director, as assigned. Performs other job-related functions or tasks as required or assigned.

### **QUALIFICATIONS**

Graduation from an accredited four-year college or university and five years experience performing responsible bookkeeping, accounting, auditing or related functions; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities:

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; 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.

Some knowledge of or ability to quickly learn account clerical procedures and practices endemic to assignment.

#### **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."