



## JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for a full-time **Accounting Supervisor** to oversee and complete accounting work.

### Essential Functions

- Supervises staff involved in payroll, grant administration, accounts payable, and general accounting and bookkeeping functions.
- Assists the Finance/Assistant Director, and other departments, in preparing the annual budget, annual audit, comprehensive annual finance report and capital improvement plans.
- Prepares financial, payroll, benefit and tax reports, interprets accounts and financial records and advises the Finance/Assistant Director on budget, program status, procurement tracking, grant tracking, organization compliance, and governmental reporting.
- Assists in monthly, quarterly, and/or year-end closings; journal entries; banking; collecting and verifying financial data required for preparation of income and expenditure statements and other financial reports.
- Coordinates and facilitates local, state and federal procurements, including, but not limited to, requests for quotations, requests for proposals, auctions, cooperative purchases, sole-source and single-source procurements, and other procurements.

### Qualifications

- A bachelor's degree, in accounting or a related field, and five years of progressively responsible experience in professional accounting and financial analysis, including two years in a municipal government or fund accounting, and at least one year in a supervisory capacity.
- Knowledge of local, state, and federal governmental accounting principles, budgeting practices, compliance, and regulations including, but not limited to, GAAP, GASB, US DOT, FTA, MDOT, and MIOSHA.
- Ability to effectively coordinate and supervise staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment.
- Ability to work constructively and interact professionally with others.

### Pay and Benefits

- Competitive pay range of \$67,808 - \$80,163, dependent on experience and qualifications.
- Health, dental, disability, and life insurance coverage.
- Generous retirement plan with a 12% employer contribution, including an additional health care savings plan with a 3% employer contribution.
- Flexible work schedule with paid time off (PTO).
- Educational and life-long learning opportunities.

### How to Apply

- Review full job description and responsibilities of the position at: [www.harbortransit.org](http://www.harbortransit.org)
- Apply with a resume on indeed or through email at: [HR@harbortransit.org](mailto:HR@harbortransit.org)
- Application deadline: September 22, 2023, or until filled. Candidates are encouraged to apply early, as the review process begins prior to the deadline.

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.



## Job Description

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Position: **ACCOUNTING SUPERVISOR**  
Department: Administration  
Reports to: Finance/Assistant Director  
Status: Regular, Full-Time, Non-Exempt  
Pay Grade: 8  
Revision: 08/23

### **SUMMARY:**

Under the supervision of the Finance/Assistant Director, oversees accounting operations, which include financial accounting, accounts payable, and payroll. Oversees the system of internal controls accounting functions to minimize risk. Reviews source documents for accuracy and completeness and ensures that all transactions are properly documented. Interprets policies, procedures, and rules to guide actions.

### **ESSENTIAL FUNCTIONS:**

- Supervises staff involved in payroll, grant administration, accounts payable, and general accounting and bookkeeping functions. Assigns work, trains, evaluates, and participates in the hiring process.
- Assists the Finance/Assistant Director in preparing the annual budget, annual audit, comprehensive annual finance report and capital improvement plans. Assists other departments in budget preparation and assists in reviewing budget estimates.
- Maintains a general journal entry accounting system on all funds, makes journal entries, records expenses, revenues, transfers, correction and reconciliation. Produces and distributes periodic departmental accounting reports as needed.
- Assists in monthly, quarterly, and/or year-end closings; journal entries; banking; collecting and verifying financial data required for preparation of income and expenditure statements and other financial reports.
- Prepares financial, payroll, benefit and tax reports, interprets accounts and financial records and advises the Finance/Assistant Director on budget, program status, procurement tracking, grant tracking, organization compliance, and governmental reporting.
- Reviews current policies and procedures, recommends changes and participates in developing new policies and procedures to improve organization performance.

- Coordinates and facilitates local, state and federal procurements, including, but not limited to, requests for quotations, requests for proposals, auctions, cooperative purchases, sole-source and single-source procurements, and other procurements.
- Develops and maintains a variety of databases and/or spreadsheets.
- Participates in non-routine special projects as assigned.
- Other duties as assigned.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- A Bachelor's Degree in accounting or a related field. Five years of progressively responsible experience in professional accounting and financial analysis, including two years in a municipal government or fund accounting, and at least one year in a supervisory capacity.
- An equivalent combination of education and relevant experience that provides the desired knowledge, skills and abilities to successfully perform essential functions may also be considered.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state, and federal governmental accounting principles, budgeting practices, compliance, and regulations including, but not limited to, GAAP, GASB, US DOT, FTA, MDOT, and MIOSHA.
- Knowledge of governmental regulations and budgeting practices and the ability to interpret and apply this knowledge to a variety of accounting, benefit, and financial activities.
- Skill in the use of computer systems and related software, including specialized financial systems.
- Skill in assembling and analyzing data and information, administering budgets and preparing comprehensive and accurate reports.
- Ability to effectively coordinate and supervise staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment.
- Ability to work constructively and interact professionally with others.
- Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines
- Ability to problem solve by interpreting policies, procedures, and rules to determine appropriate courses of action.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Harbor Transit officials, professional contacts, community leaders, the media, and the public.
- Ability to provide positive customer service according to Harbor Transit standards and policies.
- Ability to type and enter data with speed and accuracy.
- Ability to multi-task and work effectively under stress within deadlines and changes in work priorities.

**PHYSICAL AND MENTAL DEMANDS:**

- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to other employees and supervisors.
- Moderate interruptions.
- Contact with staff, in person and via phone or email.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations. Additionally, the employee may occasionally work in or around a maintenance garage. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually moderate.

This is an FLSA Non-Exempt position. Work is generally completed on a regularly scheduled basis with the normal workweek being 8:00 AM to 5:00 PM, Monday through Friday; however, additional work to meet deadlines or attend evening meetings may be required.

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Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

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Employee Printed Name

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Date

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Employee Signature