



Kassandra Gove, Chair
Myra Ortiz, Vice Chair
Kathleen Colwell, Secretary
Andrew Shapiro, Treasurer
Noah S. Berger, Administrator

Job Title: General Accounting Manager

MeVa Mission: The goal of MeVa Transit is to provide responsive and effective mobility service to the 16 cities and towns in Northeast Essex County that we serve and position transit to be the top choice as a viable, convenient, climate-friendly transportation option in the Merrimack Valley. We achieve this mission by:

- Being present in and representative of the culturally and linguistically rich communities we serve;
- Respecting the value of our riders' time and putting the customer first;
- Working collaboratively with partners, including our legislators, neighboring municipalities, community leaders; and
- Adopting and implementing big, innovative ideas and tools that are based on sound data.

Reports to: Chief Compliance Officer

Essential Duties and Responsibilities

The General Accounting Manager is a position reporting directly to the Chief Compliance Officer, with daily interaction with the entire MeVa Management Team in the performance of duties. This position is responsible for performing all finance and accounting functions. The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

Accounting Administration

- Oversee MeVa's financial activity for accuracy, compliance, and reporting requirements.
- Monthly review of all G/L accounts, depreciation, prepaid expenses, balance sheet reconciliations, accruals, etc.
- Maintain the chart of accounts for revenues, expenditures, and fund accounting.
- Monitor budget line-item expenditures and expected monthly revenue sources.
- Manage and maintain inventory of Authority's fixed assets, equipment, etc. and review annually. Prepare Biennial Inventory Report per FTA Regs. Maintain Real Property Status Report.
- Support daily operations of the Accounts Payable function which includes timely and accurate processing of invoices, payments and vendor records
- Oversee the annual budget formulation with Management Team and Advisory Board members.
- Present financial, budget or fiscal data as requested.
- Establish and maintain accounting procedures in accordance with Massachusetts Department of Revenue regulations, Federal Grant Regulations, GAAP and GASB rules.
- Develop and oversee new processes and procedures for efficient financial operations.
- Coordinate and implement internal control compliance.
- Assist in maintaining internal financial controls and accounting procedures.

Audit and Financial Records

- Coordinate the MeVa's annual independent financial audit.
- Prepare financial schedules and supporting documentation required by auditors.

- Maintain custody and organization of financial records and supporting documentation.
- Work with external auditors and government examiners to ensure compliance with prescribed accounting methods set out in regulatory law, not limited to, Governmental Accounting Standards Board (GASB) rules, and Generally Accepted Accounting Principles (GAAP).
- Oversee and direct the preparation and issuance of the annual audit report as prepared by an independent audit firm in accordance with Massachusetts General Laws Chapter 161B and Federal Transit Administration Regulations.

Finance Team Collaboration

- In coordination with the MeVa Team, participate in the further advancement of efforts related to policy, planning, and innovation development.
- Work collaboratively with the Administrator, Chief Compliance Officer, Chief of Staff and Admin Clerk to support financial management operations.
- Provide technical accounting assistance to various team members and our operating contractor.
- Assist with financial analysis and reporting related to the operating and capital budgets. The following reports will be the responsibility of this position:
 - Quarterly Budget Adherence Report
 - Quarterly Federal Financial Reports (FFR)
 - Annual MOU Reporting
 - Monthly Reconciliation of Operator's Invoices
 - Monitoring of Laz PARKING OPERATIONS P&L Reports to validate Revenues received
 - Generate state and federal expense reports to process revenue draws
 - Maintain grant spreadsheets to monitor balances and generate reports

Recommended Minimum Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor Degree in Accounting or Finance and a minimum of 5-years in a financial leadership role in public (preferred) or private finance and accounting – an additional 5-years of accounting experience may be substituted for the educational requirements.
- Strong interpersonal skills, team building, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity, dependability, a strong sense of urgency, and results-oriented approach.
- Must be proficient in Microsoft Office or similar desktop programs. Proficiency in Excel type programs is required. MeVa currently uses Sage (formerly Peachtree) for our accounting system, so working knowledge of this system is preferred.

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