

**Capital Region Development Authority**  
**Senior Accounting Analyst**

**JOB TITLE:** Senior Accounting Analyst

**SUPERVISION RECEIVED:**

Works under the limited supervision of the Chief Financial Officer.

**POSITION PURPOSE:**

The focus of the position is on fiscal administrative and support activities requiring an advanced level of accountability, analysis, problem solving and interpersonal contacts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- Performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts
- Responsible for providing monthly review of XL Center and Rentschler Field financials submitted by venue management company
- Responsible for providing monthly review of CRDA's Residential Housing Initiative program to include project accounting for escrow draw requests, budgets, periodic financial statements, NOI projections and cashflows, and billing
- Reviews XL Center and Rentschler Field inventory process
- Reviews XL Center, Rentschler Field and CT Convention Center capital improvement process in coordination with State Bond Commission funding
- Maintains CRDA, XL Center, Rentschler Field, and CT Convention Center fixed asset system and reporting
- Prepares monthly consolidation of XL Center
- Attends and participates in monthly financial review meetings
- Prepares and reviews journal entries
- Performs monthly close activities
- Reviews XL Center and Rentschler Field budget
- Assist in the design and preparation of budgets for review by management
- Performs monthly budget variance analysis
- Prepares and reviews formal account reconciliations
- Provides updates to policy and procedure manual for accounting department
- Provides internal control evaluation, analysis and documentation
- Prepares state mandated required reports
- Responds to both external and internal audit requests
- Independently performs special analytical projects as necessary
- Performs related duties as required

## **MINIMUM QUALIFICATIONS REQUIRED**

### **KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; considerable interpersonal skills; ability to operate office equipment which may include computers or other automated equipment; Proficiency in Microsoft Office Professional with an emphasis on Word and Excel to format and create professional documents to be used and distributed on an executive level.

Some knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; some knowledge of basic procedures of budget preparation and control; some knowledge of purchasing procedures, and contract preparation; considerable ability in arithmetic computations; ability to understand and apply statutes and regulations. Candidate must have strong organizational skills and ability to prioritize duties and complete responsibilities within required deadlines.

### **EXPERIENCE AND TRAINING:**

#### **General Experience:**

Minimum three (3) year's experience in complex clerical work in one or more fiscal/administrative functions such as accounting, budget management, grant administration, or fiscal analysis.

Minimum one (1) year's experience in monitoring complex housing development and financing structures.

Minimum Associate degree in Accounting or Business-related concentration from a college or university.

Substitutions Allowed: General Experience may be substituted for the College Training on the basis of one-half (1/2) year of experience equaling (15) semester hours.

### **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.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop. The employee must be able to lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, however, can be loud due to office machines, telephone activity and simultaneous conversation in the work area, or on the convention center show floor.

**POSITION BENEFITS:**

As a CRDA employee, you may be entitled to a host of benefits that are attractive. Some of the benefits that may be offered with this position include: health and dental insurance; accrued vacation, personal, and sick leave; retirement plan; group life insurance; and 13 paid holidays. Annual salary range for this position is \$75,000 to \$82,000. New employees start at minimum based on general experience.

*CRDA is an Affirmative Action-Equal Opportunity Employer.*

**Please remit cover letter, resume and references via E-mail by Wednesday, June 7, 2023 3:00PM to:**

**Jennifer Gaffey  
CRDA  
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Hartford, CT 06103  
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