

## CRDA Accountant

**JOB TITLE:** Accountant

**POSITION PURPOSE:**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts including financial statements submitted by venue management companies
- Maintains CRDA and venue-related fixed asset system and reporting
- Responsible for preparing state-mandated required reports including responding to external and internal audit requests
- Independently performs special analytical projects as necessary

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office administration and management; considerable knowledge of business communications; considerable interpersonal skills; 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. 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) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, budget management, grant administration, or fiscal analysis.

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. Requires in-office presence. Limited work-from-home availability after probation period.

**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. The annual salary range for this position is \$72,000 to \$80,000.

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

**Please remit cover letter, resume and references by Monday, December 23, 2024, 3:00PM to:**

**crdaadmin1@crdact.net  
Jennifer Gaffey  
CRDA  
100 Columbus Boulevard, Suite 500  
Hartford, CT 06103**