

CRDA Governmental General Ledger Accountant

JOB TITLE: Accountant

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 accountancy, analysis, problem solving and interpersonal contacts. This position will play a critical role in ensuring the proper allocation and management of public funds, maintaining compliance with government financial regulations, and providing accurate financial reporting. The ideal candidate will have a strong understanding of government accounting principles, budgeting, and auditing practices.

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 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 assigned

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Must have experience in general ledger journal entry preparation and entry, financial record keeping, general ledger account reconciliation, 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.

Considerable knowledge of office administration and management; considerable knowledge of business communications; considerable interpersonal skills; Proficiency in accounting software and 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.

Preferred qualifications include experience with government financial audits and compliance, and familiarity with government accounting standards (GASB, GAAP).

EXPERIENCE AND TRAINING:

General Experience:

Minimum three (3) years' experience in complex 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.

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 15 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. 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 Wednesday, January 15, 2025,
3:00PM to:**

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