

JOB OPPORTUNITY

We are looking for an accountable individual interested in collaborative work who utilizes effective communication to join our growing team!

Resumes will be accepted through **February 17th** (end of business day, 5 PM)

JOB TITLE:	ACCOUNTING MANAGER
CLASSIFICATION:	EXEMPT
GRADE:	GRADE 7 \$91,800 - \$124,200 annually, depending upon experience
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	CHIEF FINANCIAL OFFICER
LOCATION:	BRECKSVILLE (HYBRID)

About the Role: The purpose of this position is to assist the Chief Financial Officer with the control of financial operations of the Agency in accordance with generally accepted accounting principles. The Accounting Manager performs complex accounting and high-level managerial and administrative work and directs and supervises the Finance and Administrative staff of the Agency.

About RITA: The Regional Income Tax Agency ("RITA") is a government (OPERS) employer that offers low monthly premiums for health benefits for employees, spouses and dependents and no monthly cost for dental and vision coverage. Additional benefits include paid vacation and paid sick leave. An additional 3 days of personal time are available each year on the employee's anniversary of date of hire.

Work Environment: You will be assigned to work out of RITA's Brecksville office with the opportunity to work a blended schedule, meaning some days in the office, some days working from home. Our dress in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Manages and oversees the daily operations of the Finance Department.
2. Coordinates training programs for new staff and identifies training needs for current staff.
3. Responsible for accounting functions including General Ledger, Accounts Receivable, Accounts Payable and Payroll.
4. Prepares the Agency Annual Financial Report.
5. Assists Chief Financial Officer with the review and approval of Agency purchases and expenditures to ensure compliance with Ohio Revised Code, Agency Board policies, Agency procedures and good business practices.
6. Monitors and analyzes accounting data and produces financial reports or statements.
7. Examines and approves all accounting system journal entries and account reconciliations.
8. Assists in the coordination and completion of annual audits.
9. Recommends and assists with the development, review and revision of policies and procedures for the department.
10. Performs ad hoc analysis and projects as assigned.
11. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, accounting systems (VIP and QuickBooks) and RITAX®.
12. Performs other related work as assigned.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Physical Requirements:

The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Tasks involve extended periods of time in a stationary position.
- Constantly operates a computer and other office equipment.
- Must be able to exchange accurate information to accomplish the essential functions of the job.

About You: Bachelor's degree in accounting, business, or closely related field; supplemented by a minimum of five (5) years previous experience including government accounting, project management and supervisory experience; or an equivalent combination of education, training, and experience. A Certificate of Public Accountancy license is required.

How to Apply: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on February 17, 2023. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.