

Sun Tran...driven to go the extra mile!



ACCOUNTING MANAGER

CLOSING DATE: Open until filled

SALARY: \$20.11-\$25.00

JOB SUMMARY:

The purpose of this position is to provide analytical and technical management for Capital, Operating, and RTA budget preparation. This is accomplished by analyzing financial and operational data; tracking funding and expenditure capability; projecting revenues and expenditures; preparing financial and budgetary reports and analyzing and reconciling general ledger accounts.

ESSENTIAL FUNCTIONS:

- Tracks funding and expenditures by compiling and maintaining capital program purchase documentation; tracking monthly capital program expenditures; maintaining RTA subsidiary schedules; maintaining source documentation and archive of historical data, both financial and operational.
- Analyzes monthly/annual operation and financial data by performing budget to actual variance analysis; performing trend analysis; projecting revenues and expenditures and conducting research for special projects.
- Manages and supervises staff by maintaining open communication with staff; reviewing and overseeing duties performed.
- Analyzes and reconcile general ledger accounts by performing various accounting functions and assisting with month and year end closings.

QUALIFICATIONS:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. Over three years up to and including five years. Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or download an application form from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov. Sun Tran's office hours are 9:00 a.m. to 4:00 p.m.,

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.

