

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



## FINANCIAL ACCOUNTING MANAGER

FULL TIME, EXEMPT

**CLOSING DATE:** Open until filled

**SALARY:** \$26.57-\$33.22 DOE

### BRIEF DESCRIPTION

The Accounting Manager manages the accounting staff and provides 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

- Manages staff by maintaining open communication; reviewing and overseeing duties performed, provides input to Finance Director on hiring, disciplinary actions and work objectives, performance evaluations, and realigning work as needed.
- 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.
- Analyzes and reconcile general ledger accounts by performing various accounting functions and assisting with month and year end closings.

### QUALIFICATIONS:

Work requires broad knowledge of Accounting and GAAP. Two year degree in Accounting required and Bachelor's degree in Accounting preferred. Three years of relevant experience in a professional accounting department required and one year of experience managing accounting employees required.

### BENEFITS:

Benefits include healthcare coverage for employee and dependents, vacations, sick leave, paid holidays, and a generous retirement plan.

### TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or download an application form from our website at [www.suntran.com](http://www.suntran.com) or e-mail resume to [suntranhr@tucsonaz.gov](mailto:suntranhr@tucsonaz.gov). Sun Tran's office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday.

*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.*

