



AUSTIN TRANSIT PARTNERSHIP

DIRECTOR OF ACCOUNTING

About Austin Transit Partnership (ATP)

The Austin Transit Partnership (ATP) is an independent organization entrusted with the design, construction, and implementation of Austin's Project Connect program, which includes a new rail system, a downtown tunnel, and expanded bus system. ATP works in close partnership with Capital Metro, the region's public transportation provider, which provides ATP with a range of critical administrative and capital projects support functions.

The Position

Under the general direction of the Chief Financial Officer/Chief Development Officer, the Director of Accounting is responsible for establishing, implementing, and maintaining accounting principles, practices, and procedures in compliance with GASB and Governmental GAAP. The Director of Accounting oversees the financial accounting system, payroll system, accounts receivable, and accounts payable, and may present financial statements at regularly scheduled or ad hoc public meetings.

Duties, Functions, and Responsibilities:

- Manage day to day activities, surrounding cash operations, accounts payable, accounts receivables, payroll, fixed assets, monthly close, and other key areas, as well as monitor performance of staff.
- Maintain a comprehensive system of internal controls, policies, and procedures over all accounting functions, that are documented, assessed, and updated on a regular basis.
- Responsible for the preparation of complete, accurate and timely Comprehensive Annual Financial Report, monthly financial statements, financial reports, special analyses, and informational reports.
- Ensure the entity's annual external audit is scheduled and carried out properly.
- Working with IT staff and others, play a lead role in implementing accounting systems, payroll systems, or other financial modules.
- Ensure compliance with local, state, and federal laws, regulations and filing requirements.
- Communicate financial information in a clear and concise manner for policy makers.
- Communicate and implement safety rules, policies, and procedures in support of the agency's safety vision and goals and maintain accountability for the safety performance of employees.
- Plan, direct, coordinate, and review the work of assigned staff and consultants, assign work activities and coordinate schedules, projects, and programs; provide constructive feedback; review and evaluate work and make effective suggestions and recommendations.



Knowledge, Skills, and Abilities

- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB).
- Knowledge of general accounting procedures, including general ledger, accounts payable, accounts receivable and payroll processes and systems. Knowledge of laws, rules and regulations affecting the accounting department.
- Experience with enterprise resource planning (ERP) financials systems for a medium to large organization.
- Team management skills to fully leverage talents of diverse people working together, and conflict management to deal with complex or sensitive situations and ensure the positive image of Austin Transit Partnership/ATP.

The Ideal Candidate

The ideal candidate will have experience in the areas of accounting, budgeting, treasury, auditing, financial control and financial forecasting methods. Experience working in the public sector is highly preferred.

The ideal candidate will have experience implementing a new financial system, developing efficient processes that ensure proper controls are established, and managing complex projects. This person will have highly developed communication and presentation skills, both oral and written, with the ability to establish and maintain effective relationships with public officials, Board of Directors, ATP management, subordinates, peers, and the general public.

The ideal candidate should possess the capacity and interest to be an effective mentor and leader for staff, developing and strengthening relationships across departmental lines. The ideal candidate must be able to set a positive example of competence, professionalism, energy and work ethic to the department.

Education and Experience

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in finance, business administration, or a related field, plus eight (8) years' experience as a professional accountant, with at least five (5) years of supervisory experience. Qualified candidates must have experience in annual financial audits, either as an auditee or auditor, and must be proficient in using business and communications software, preferably Microsoft Office 365 and/or other modules as needed; prior experience in finance system implementations, and supervisory experience in audits is preferred.

Required Certifications

A Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is required.

Salary

The Austin Transit Partnership offers a competitive salary commensurate with experience and extensive benefits. Relocation assistance will be available for a successful out of area candidate.

HOW TO APPLY

Interested applicants should forward a cover letter and resume for consideration to:

resumes@affionpublic.com
Reference: ATPDA

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



The Austin Transit Partnership is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer and committed to creating a welcoming and diverse environment. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, age, or any other protected characteristic as outlined by federal, state or local laws. ATP makes hiring decisions based solely on qualifications, merit, and organization needs at the time.