



Gulf Coast Authority Job Posting

General	
<p>This position will be posted internally and externally for 5 calendar days and the process begins with completing an employment application for the position with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review. Subsequent interviews will be scheduled for qualified internal applicants through facility supervisors as convenient and to not disrupt work at the applicant's facility. We will consider external candidates simultaneously.</p>	
Position	Pay Range
Central Office-Accounting and Audit Manager	For Qualified Candidates IS ~ \$85,504 - \$110,091 Exempt
Job Summary	
<p>This position oversees the general accounting, payroll, and financial reporting functions and participates, directly and indirectly, in all of the Authority's fiscal functions. The position has independence in methods utilized to complete assignments and specific instruction may or may not be provided. This position must readily adapt to new or changing operating environments, reporting requirements and internal procedures and practices. Reports to Financial Director.</p>	
Typical Duties and Responsibilities	
<p>Responsible for account management, supervision and review of day-to-day accounting including payroll, accounts receivable, accounts payable, cash receipts, and other general accounting operations. Responsible for Cash Management and Reconciliation of all banking accounts. Responsible for reconciling General Ledger on a monthly basis to ensure accuracy of posting. Ledger accounts include but are not limited to receivables, payables, payroll, banking petty cash, transfer account, and other general ledger accounts as related to the audit. The reconciliation process may work together with the Financial Administrator for accounts relating to capital assets and capital projects and other related ledger accounts. Provide timely and accurate information in response to internal and external inquiries. Function as subject matter expert to GCA Executive Team and Managers on financial matters, systems, and compliance. Responsible for the monthly, quarterly, and annual closing process. Responsible for providing internal reporting to Financial Director and Senior Management monthly and otherwise as requested. Responsible for work relating to both internal and external audits in the periodic review of the company financial records. Responsible for assisting the auditors with preparation of the Annual Comprehensive Financial Report. Serve as Auditor's first point of contact throughout Audit process. Responsible for compliance with reporting requirements and audit findings. Responsible for subsequent filing requirements, after final approval for publication, presentation, and acceptance of Board. Review work associated with the Financial Administrator which includes but not limited to capital assets, capital project accounting, debt management, investment reconciliation, variance billings (true-up), and general ledger reconciliations as it relates to the associated accounts. Assist in quarterly financial reporting with the Financial Director and Senior Management in preparation for presentation to GCA Board of Directors. Serve as backup to the Financial Director in presentations to the Board. Assist the Financial Director and Senior Management in preliminary selection of Auditor and recommendation to GCA Board Budget/Audit Committee. Serve as backup to the Financial Director in presentation to the Board Committee/Board. Responsible for annual reporting with the Financial Director and Senior Management in preparation for presentation to GCA Board of Directors including ACFR (Annual Comprehensive Financial Report), Interim and Annual Reports, and others as requested. Assist Financial Director in revision, format, and prepare for final publication and presentation to the Board. Serve as backup to the Financial Director in annual reporting presentation to the Board Committee/Board. Assist the Financial Director in preparing the General Fund Budget, as necessary. Assist Financial Director in matters related to GCA bond programs, as necessary. Assist Financial Director with ongoing compliance with arbitrage and continuing disclosure requirements (bond management). Assist Financial Director in providing general administrative resource support on Financial policy and related issues and concerns. Includes reviewing, creating, and updating financial policies as needed. Assist Financial Director in matters related to GCA investment policies, as necessary. Responsible for the preparation of Board Agenda items, attend Board Meetings and make presentations to the Board in areas of responsibility. Serve as backup to the Financial Director. Responsible for the preparation of annual increase to landfill letter of credit and associated calculations and filings, as needed. Responsible for billing appropriate Participates for the reimbursement of cost for the landfill letter of credit. Responsible for Internal Service Funds as related to Employees' Health Care Fund, Compensated</p>	

Absences Fund, and Pretreatment Legislation Fund. Review of Internal Service Funds as it relates to Casualty Insurance Risk Reserve Fund, Computer & Network Service Fund, and Equipment Service Fund. Assist with Senior Management, HR Director, Safety Director on financial aspects and impacts of Employee Benefit programs and Risk Management/Insurance programs. Provide administrative support in annual renewals. Provide administrative support in reporting FEMA-related filings. Provide administrative support in disaster accounting related to FEMA grants/funding. Assist Financial Director, Senior Management, and IT in the implementation of new ERP authority-wide system. Responsible for identifying and communicating Accounting and Payroll transition matters. Perform accounting, auditing, and other research tasks. Ability to recognize and maintain confidentiality of sensitive information. Perform any related finance and accounting duties, as required. Special Projects as assigned by Financial Director.

Knowledge, Skills, and Abilities

Sound knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Must be very detail and deadline oriented. Ability to read various accounting publications, contracts, correspondence, newsletters, published financial reports and technical manuals. Excellent verbal and written communication skills. Possess a strong aptitude and ability in the use of computer software applications including intermediate to advanced level Microsoft Excel skills. Must have excellent internal and external customer service skills. Establish and maintain effective working relationships with co-workers. Ability to work collaboratively across departmental functions. Ability to interpret and analyze complex financial transactions. Prepare timely accurate financial statements and reports and analysis. Communicate effectively with GCA employees, customers, and facility participants. Possess a strong aptitude and ability in the use of computer software applications including intermediate to advanced level Microsoft Excel skills. Working knowledge of GASB and FASB statements and accepted governmental practices including governmental fund accounting.

Environmental conditions

Work is performed primarily indoors in an office environment but may be also required outside of the formal workplace. Work requires the ability to work odd hours outside of the traditional 8:00am-5:00pm schedule including evenings and weekends. Work requires the ability and willingness to travel locally, statewide, nationally, and possibly even internationally in support of GCA business and the Board of Directors, including attendance at conferences, and always as a representative of the organization. Work requires the ability to safely and responsibly operate a vehicle and other GCA office equipment. Be responsive and available in emergency situations.

Education, certification, and experience required

Bachelors degree in Accounting from an accredited college or university. Five years' experience in professional accounting, with preference given to governmental accounting experience. Supervisory experience required. CPA, CIA and/or CGFO certification in good standing is required. Experience with accounting applications, payroll procedures and practices, governmental procurement practice and applicable federal and state laws are a plus.

Physical requirements

Ability to sit for extended periods while performing various job functions such as operation of PC, reading, writing. Ability to occasionally stand, walk, kneel, crouch/stoop, squat, and twist upper body while performing tasks such as working with files and moving around office. Ability to grasp with hands and manipulate office equipment such as computer keyboard, mouse, calculator, telephone, and supplies such as books, filing boxes, paper and pencils. Work is conducted primarily indoors. Work involves performing job duties under tight deadlines. Work non-standard workdays and extended hours as necessary. Be responsive and available in emergency situations as required.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.