



METRO Regional Transit Authority
Senior Accountant

SALARY	\$79,000.00 - \$87,900.00 Annually	LOCATION	416 Kenmore Blvd, Akron
JOB TYPE	Full-Time	JOB NUMBER	202600007
DIVISION	Finance/Innovation and Technology	DEPARTMENT	Finance
OPENING DATE	03/18/2026	CLOSING DATE	4/20/2026 11:59 PM Eastern

Description

Department:Finance

Classification:Exempt

Safety Sensitive:No

Position Summary:Responsible for ensuring fiscal responsibility and proper accountability of METRO funds by administering and maintaining general accounting records including general ledger, payroll, accounting systems including costs, expenses, revenues, and budgets, and general accounting services. Prepares financial reports and statements in accordance with established schedules and procedures, prepares invoices for vendors, assists external auditors and performs internal audits as required. Performs Accounts Receivable functions and performs Accounts Payable functions for capital expenditures. Serves as Senior Accountant, providing backup and assistance to the Controller. This position is further expected to uphold the core values listed below.

Reporting Relationships:

Position Reports to: Controller

Direct Report By Title:

Indirect Reports by Title:

Number of Reports: Direct 0-2 Indirect 0-2

Examples of Duties

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Essential Functions:

- Compiles and records financial and related data for preparation of reports, statements, and other financial documents
- Records and maintains capital/operating/fixed assets and depreciation accounts.
- Prepares balance sheet, income statements and other financial statements as required.
- Prepares and compiles required accounting reports, utilized reports to prepare financial statements in accordance with established schedules (monthly, quarterly, annually). Performs account reconciliation.
- Prepares journal entries including prepayments, estimates, accruals and adjustments, analyze accounts and verify totals to maintain integrity of general ledger. Reconcile prepayments and accrued expenses.
- Performs General Ledger analysis and reports on findings.
- Performs Accounts Receivable functions, including but not limited to preparation and entry of invoices and statements, reconciliation of invoices to checks received, posting of cash receipts, daily revenue, advertising and miscellaneous sales, reconciliation of cash disbursements and other transactions, preparation and completion of bank deposits.
- Prepares, analyzes and submits required reporting as scheduled, including but not limited to vehicle tire/mileage reports, and other reporting as requested.
- Prepares schedules for external auditors; regularly conducts internal audits of cash, and deduction vouchers.
- Tracks, analyzes and prepares tax payments for Federal, State, City and School taxes per established schedules; maintains records related to payroll, contractor, tax-exemption and other accounts.
- Assists with the NTD report.
- Issues capital checks related to all capital invoices.
- Manages funds related to Federal and State grants.
- Maintains awareness of METRO's cash position functions; advise Controller and CFO of status.
- Performs other duties as assigned

Physical Requirements & Working Conditions: Job requires incumbent to stand, walk, sit, talk or listen, and utilize close vision. On an infrequent basis (no more than 1/3 of working time) must be able to stand, walk climb, stoop, kneel, crouch, crawl, and lift up to 50 pounds. Work is typically performed indoors and is subject to pressure from deadlines and contacts with general public.

Required Skill Sets:

Occupational/Technical Skills

- Technical knowledge of Accounting principles, theory and procedures
- 5-7 years of experience
- Financial system implementation experience
- Ability to use and create spreadsheets, use word processing and selected job specific software
- Knowledge of applicable Federal and State laws
- General transit operational knowledge is helpful

Administrative Skills

- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to define problems, collect data, establish facts and draw valid conclusions to resolve problems
- Knowledge of techniques of effective time management
- Ability to keep clear and accurate records and reports
- Ability to design reports and records, or redesign current reports and records as conditions warrant

Cognitive Skills

- Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations
- Ability to deal with a limited number of concrete variables in standardized situations
- Knowledge of report generation
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information
- Knowledge of modern office methods, procedures, equipment and standard clerical techniques
- Knowledge of analytical skills necessary to develop and implement mission, goals and procedures
- Knowledge of budgetary principles and practices

- Ability to demonstrate initiative and independent judgment

Communication Skills

- Ability to communicate clearly and effectively, both orally and in writing
- Ability to prepare clear and concise reports, correspondence and other written materials
- Ability to speak effectively with individuals and small groups, and to respond to questions
- Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

- Ability to use tact and discretion
- Ability to maintain issue confidentiality
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Ability to deal courteously and diplomatically with people internally and externally to METRO

Leadership Skills

- Ability to instruct, train, and direct staff

Typical Qualifications

Experience and/or Educational Requirements: BS in Accounting, Finance, Business or Economics; 5 to 7 years related experience in an Accounting function, preferably in transit; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Supplemental Information

Core Values:

Teamwork:

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

Safety:

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

People Centric:

- Treating everyone fairly
- Valuing everyone: co-workers, customers, each other, stakeholders

Service Excellence:

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

Integrity:

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

Action Ready:

- Sharing one goal, one mission

- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction

When applying, please provide any previous employer's contact information for up to the past 12 years.

Employer

METRO Regional Transit Authority

Address

416 Kenmore Blvd.

Akron, Ohio, 44301

Phone

3307620341

Website

<https://www.yourmetrobus.org>