



# Job Description

## Senior Financial Analyst/Senior Accountant

<b>Position Status: Regular Full Time</b>	<b>FLSA Status: Non-Exempt</b>
<b>Accountable To: Finance Director</b>	<b>Link to Apply:</b> <a href="https://forms.gle/VxCooy8VZxsLuzvEA">https://forms.gle/VxCooy8VZxsLuzvEA</a>

### Company Details:

SouthWest Transit is an award-winning public transit agency serving Chaska, Chanhassen, and Eden Prairie. We currently offer service to and from Downtown Minneapolis, the University of Minnesota, Normandale Community College and Best Buy Headquarters.

In addition to our regular route service, we also offer a number of seasonal services including State Fair, Twins Express, Vikings Express, Gophers Express, select concerts, and more.

At SouthWest Transit, we believe transportation is about more than just moving people from place to place. It's an opportunity to make life better and to transform perspectives. With us, you can "Expect the Best" because:

- We put people first
- We continually reinvent what public transportation means
- We make people's days, day after day
- We are more than just a transit agency
- We are part of the community, and we help it thrive

**Office Location: 14405 West 62<sup>nd</sup> St. Eden Prairie MN, 55346**

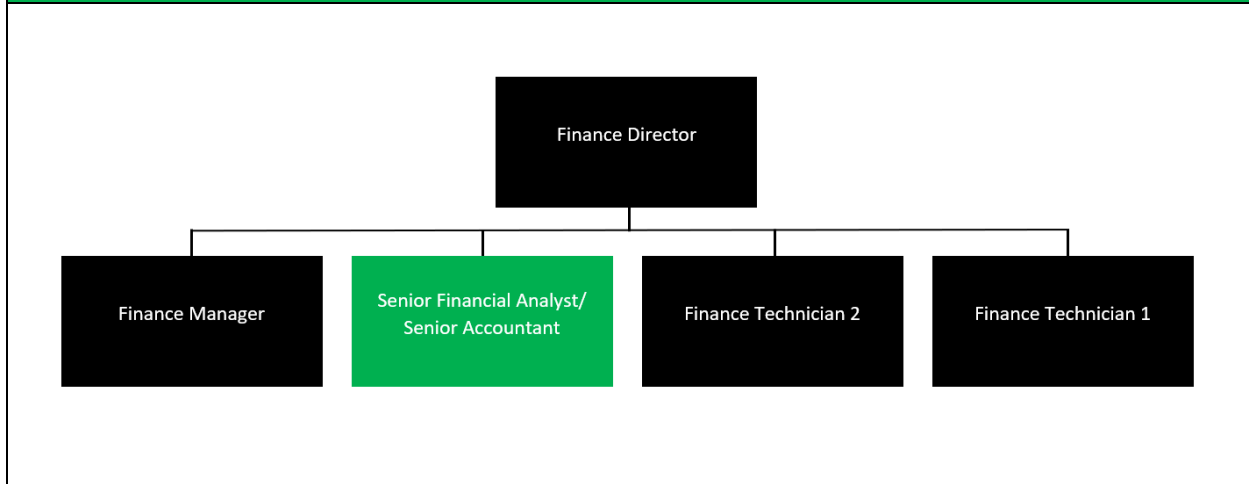
### Job Summary:

Under the direction of the SouthWest Transit (SWT) Finance Director, the Senior Financial Analyst/Senior Accountant is responsible for all financial accounting tasks including accounts payable, grant reporting, accounts receivable, general ledger, assets, audits, budget development, cash management, payroll, financial and revenue reporting in accordance with SWT policies and procedures and is responsible for maintaining all official financial records. The Senior Financial Analyst/Senior Accountant is also responsible for the preparation of the Comprehensive Annual Financial Report, the preliminary operating budget, revenue management, audit development and compliance, investment management, cash management, maintains computerized accounting system, monitors financial control systems, manages NTD reporting, and is responsible for maintaining the fleet vehicle revenue reporting system for fare collections.

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### Department Organizational Chart:



### Scope of Responsibility:

The Senior Financial Analyst/Senior Accountant makes non-routine choices within established precedent and with limited supervision.

### Essential Duties & Responsibilities:

1. Preparation of standard monthly financial reports used by senior management for decision-making.
  - 1.1 Maintains the chart of accounts for the general ledger and prepares entries to the general ledger from account reports.
  - 1.2 Prepares trial balances and development of monthly and annual budget reports.
  - 1.3 Extracts detail or other special reports upon request.
  - 1.4 Prepares year-end entries and documents such as 1099 tax forms.
  - 1.5 Prepares all schedules and reports in preparation for the annual audit.
2. Prepares the Comprehensive Annual Financial Report (CAFR) for review by Auditors.
  - 2.1 Prepares audit schedules for accounts receivable and payables, capital assets, and prepares and sends audit confirmation letters.
  - 2.2 Prepares year end adjusting entries.
  - 2.3 Prepares the financial section of the CAFR for review by Auditors.
  - 2.4 Prepares the Notes to the Financial Statement.
  - 2.5 Prepares supplementary information and preliminary Management Discussion and Analysis.
  - 2.6 Coordinates the annual audit with the external auditors.
  - 2.7 Prepares and submits application for GFOA Award annually.
  - 2.8 Prepares and files Financial Statements annually with MN Office of the State Auditor.
  - 2.9 Prepares and files the Federal single audit report annually.
  - 2.10 Requires staying current with new CAAP and GASB reporting requirements.
3. Performs accounts receivable duties.



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- 3.1 Enters deposits and posts journal entries for all cash received and other accounts receivable.
- 3.2 Reconciles fare receipts with transaction records prepared by customer service; reviews fare box diagnostic report and reports discrepancies.
- 3.3 Enters deposits made by electronic transfer of funds.
- 3.4 Reviews monthly bank reports and reconciles them with deposit records.
- 3.5 Produces monthly billing reports and posts to the general ledger.
- 3.6 Monitors past due accounts and follows procedures regarding collection efforts.
- 3.7 Monitors and accounts for all revenues generated from contracts, grants, and debt instruments or any other revenue generating activity; prepares billing for accounts receivable for services based on contractual rates.
- 3.8 Prepares and submits billing for convenience fares to Metro Transit.
- 3.9 Monitors the distribution of GoTo cards to customer service and maintains inventories for GoTo cards.
4. Performs accounts payable duties.
  - 4.1 Scan all invoices via Tungsten payable system which transmits invoices electronically thru the approval and payment process to appropriate department for approval.
  - 4.2 Prioritizes payables for payment.
  - 4.3 Provides a payables ledger along with supporting documentation to the Chief Executive Officer for approval.
  - 4.4 Monitors postage supply as well as service contracts for office machines.
5. Manages the payroll and benefit function to ensure that responsibilities are accomplished in an accurate, timely and effective manner.
  - 5.1 Enters payroll hours and wages for bi-weekly processing, addressing variations in rates and hours as they are submitted via Tsheet system.
  - 5.2 Manages the Human Resource information in the ADP payroll system, including input and auditing of master files, earnings, deductions, pay grades, and pay period control files.
  - 5.3 Reviews payroll preview for accuracy and submits the final payroll input to the service agency for processing.
  - 5.4 Reviews the payroll register and reports for accuracy and submits to the CEO and Finance Directors for approval.
  - 5.5 Prepares and submits insurance premium payment requests to accounts payable – for various vendors for both the employer and employee share of premiums.
  - 5.6 Prepares journal entries for payroll-related items to be entered in the general ledger by the Finance Manager.
  - 5.7 Designs and prepares special payroll reports as required.
  - 5.8 Keeps CEO and Finance Director advised of issues or inconsistencies regarding payroll processes and procedures.
  - 5.9 Prepare monthly allow and take personal leave (PTO) for department directors.
  - 5.10 Reviews ADP prepared W-2 forms, quarterly, and annual reports for accuracy.
  - 5.11 Responsible for payroll check distribution to staff.
6. Maintain fixed asset records in accordance with SWT policy.
  - 6.1 Identifies new assets and retires old assets in conjunction with additions or improvements.



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- 6.2 Produces standard asset reports as needed.
- 6.3 Coordinates the annual inventory of assets and reconciles records with inventory results.
- 6.4 Maintains asset management.
- 6.5 Maintains the SWT depreciation schedules and maintains the documentation for all additions and deletions in accordance with SWT fixed asset policies.
- 6.6 Assists with the annual parts physical inventory and prepares audit schedules for Capital Assets as requested by the auditors.
7. Prepares the National Transit Database (NTD) reports for Federal Transit Administration (FTA) for review by the Chief Executive Officer, outlining income, expenditures and required performance measures.
  - 7.1 Maintains data on ridership, hours, and miles for NTD and internal agency reports.
  - 7.2 Prepares agency ridership and fuel usage reports.
  - 7.3 Reviews ridership and revenue data for accuracy and troubleshoots when needed.
  - 7.4 Maintains the fleet vehicle revenue reporting system within the Fleetnet software.
8. Oversee cash management activities.
  - 8.1 Obtain daily sales and reconcile to the cash collected.
  - 8.2 Oversee Farebox cash sorting and prepare bank deposits.
  - 8.3 Summarize all cash activities monthly and prepare cash-flow projections.
9. Prepares and maintains cash balances, investment tracking and bank reconciliations and prepares general journal entries for all cash/investment/bank activities and reconciles to the general ledger balances.
  - 9.1 Maintains investment tracking log on a timely basis so that it is available to the CEO and Finance Director to make investment decisions.
  - 9.2 Prepares cash and investment summary reports included in monthly reports to management and the SWT Commission.
  - 9.3 Prepares general journal entries for cash/investment/bank activities.
  - 9.4 Reconciles monthly statements from Brokers to General Ledger.
  - 9.5 Reconciles monthly statements for checking, savings, credit card account, and individual investment transactions to the General Ledger.
  - 9.6 Prepares entries for year end investment activity and accrued interest receivable and prepares other special reports upon request.
10. Assist Finance Director with the development and monitoring of the annual budget including all financial control systems. Process includes developing, managing, and leading activities and procedures for all aspects of the annual operating and capital budget.
11. Assist Finance Director with the development, implementation, and monitoring of agency fiscal policies.
12. Assist Finance Director by performing complex analytical work as it relates to budget forecasting and multi-year planning.



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13. Assist with the ongoing administration of contracts related to operations, maintenance, and professional services including reviewing contract claims/payment requests, deductions, and any other cost associated with contract performance.
14. Responsible for the administration and oversight of grants.
  - 14.1 Responsible for all milestone reporting.
  - 14.2 Prepare the financial component of grant applications for review and submission.
  - 14.3 Submit budget revisions, amendments, and extensions.
  - 14.4 Generate timely and accurate reports for submission to the region, state, and/or federal government agency.
  - 14.5 Maintain official grant files, records, and supporting documents.
15. Deliver deposits to the bank.
16. Maintains the financial records in the Laserfiche system.
17. Manage CIP and Finance portion of the Asset Management Plan.
18. Performs other duties as assigned.

### Minimum Qualifications:

Qualifications include a four-year degreed accounting program or equivalent as a combination of experience and education, with three or more years of experience. Experience with government accounting is required. Requires knowledge of GAAP and GASB; good interpersonal skills, the ability to operate personal computers and proficiency with Microsoft Word and Excel. Accounting system and report generation experience is required. Requires a Minnesota driver's license.

### Physical Demands & Working Conditions:

Work is indoors in a normal office environment. Occasional lifting of fifteen pounds or less is required. Requires a high attention to detail or deadlines between 45% and 70% of the time. A typical workday involves about 85% of the time spent sitting and about 50% or more of the time using a keyboard. A significant amount of time is spent handling paper and maintaining files. Occasionally drives to the bank to make deposits.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.



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This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Joint Powers Board of Directors retains the discretion to add duties or change the duties of this position at any time.

SouthWest Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.