



Senior Accountant

Job Description

Position Status: Regular, Full-Time	FLSA Status: Exempt
Manager: Director of Administrative Services	Effective Date: January 1, 2024
Prepared By: Human Resources	Salary Range: \$79,647.60 - \$115,860.60 (35 th -85 th %)

Company Details:

SouthWest Transit is an award-winning public transit agency serving the core areas of Chaska, Chanhassen, and Eden Prairie. We currently offer express bus service to and from Downtown Minneapolis, the University of Minnesota, and Normandale Community College as well as daily on-demand micro-transit service in our core service area as well as adjacent cities in Carver, Scott, and Hennepin counties. In addition to our regular services, we also offer seasonal services including the Minnesota State Fair, Twins Express, Vikings Express, Gophers Express, select concerts, and more.

Mission:

We provide a premium experience for the southwest Twin Cities through safe, reliable, and cost-effective transit that builds community and connects our customers from where they are to where they want to go.

Vision:

SouthWest Transit is the leading provider of innovative transit solutions that improve livability and enhance economic opportunity in the communities we serve.

Office Location: 14405 West 62nd St. Eden Prairie MN, 55346

Job Summary:

As a Senior Accountant, you will be responsible for managing and overseeing financial reporting, budgeting, and compliance for governmental funds. This role requires a strong understanding of governmental accounting standards and financial regulations.

Essential Duties & Responsibilities:

- Prepare and analyze financial statements in compliance with GASB (Governmental Accounting Standards Board) guidelines.
- Develop and manage budgets for various governmental programs and departments.
- Ensure compliance with federal, state, and local financial regulations.
- Perform reconciliations, audits, and financial assessments to maintain accuracy and transparency.
- Assist in the preparation of financial reports for stakeholders, governing bodies, and auditors.
- Monitor expenditures and revenues to ensure adherence to budgetary constraints.
- Implement financial controls and procedures to improve efficiency and accountability.
- Collaborate with internal and external auditors during financial audits.
- Maintain financial records and documentation in accordance with governmental standards.
- Maintain capital asset accounting records and reporting

Minimum Skills & Experience Required:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of five (5) years of experience in governmental accounting or a related field.
- Strong knowledge of GASB standards, fund accounting, and financial reporting.
- Experience with accounting software and financial management systems.
- Excellent analytical and problem-solving skills.
- Strong communication and organizational abilities.

Preferred Skills & Experience:

- CPA or CGFM certification

Physical, Travel, and Other Additional Requirements:

Most work is indoors in a normal office environment. Occasional lifting of 25 pounds or less is required. Travel within the metropolitan area to attend meetings is likely to occur one to two times monthly. There is occasional exposure to maintenance or parking facilities operated by SWT.

I acknowledge I have reviewed and understand this Job Description.

Employee Signature		Date:	
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Manager Signature		Date:	
Executive Signature		Date:	

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.

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.