



Accountant

The Miami Valley Regional Planning Commission (MVRPC) is accepting resumes for the position of Accountant. Under the supervision of the Director of Agency Operations, the Accountant is responsible for managing MVRPC's day-to-day accounting functions. A major emphasis of this position is financial reporting, including the management and preparation of monthly financial statements and the annual Work Program budget. We are seeking a team player, understanding and practicing their role on the team to support broad initiatives and the need for confidentiality in all aspects of payroll, finance, auditing, and accounting for the enterprise.

The Accountant participates in all financial functions of the agency, including but not limited to; formulation and maintenance of the overall agency budget, as well as individual program budgets. Establishes new revenue and carry-over revenue estimates. Determines productivity levels and prepares cost allocation plans; estimates other direct costs. Prepares grant application budget forms for submittal. Supervises grant administration, administration of agency payroll system, and administrative systems. Adheres to all state and federal grant procedures and reporting standards.

Desired skills and experience:

- Experience in using automated accounting systems/software.
- Able to support MVRPC's financial AccuFund system and coordinate with Montgomery County's D365 accounting system.
- Knowledge of fund accounts, cost accounting, and auditing.
- Familiarity with relevant federal and state financial regulations.
- Skilled in maintaining effective working relationships with employees, the general public, and government officials.
- Strong communication skills.
- Skilled in the use of word processing, spreadsheets, databases, and financial management and a working knowledge of cost accounting.
- Experience in public-sector finance preferred.
- Able to support future strategic alternatives while also balancing current accounting functions.

Minimum qualifications include:

Bachelor's degree in accounting or business administration with six years of experience; Experience in using automated accounting systems/software; payroll systems, staff benefits, purchasing, and customer invoicing; Database entry and maintenance experience.

Preferred qualifications include:

Master's degree in accounting or business administration with three years of experience; Familiarity with financial regulations of federal agencies; Organizational leadership and supervisory experience; Experience with a government agency with state/federal grants; CPA certification.

About MVRPC:

MVRPC serves an innovative multi-county region of one million people in the area encompassing Dayton, OH (southwest Ohio). The agency provides planning services to member jurisdictions, and also functions as the MPO for the Dayton area and is currently in the process of becoming a Regional Transportation Planning Organization (RTPO) for Darke, Preble, and Shelby Counties in southwest Ohio.

Of the five-day work week, our office is currently working three days in the office and two days remotely from home. We closely monitor changes in COVID-19 data for our area and we will continue to adjust the work-from-home days accordingly. MVRPC's office is located in downtown Dayton, Ohio. We continue to host and attend teleconference and in-person meetings.

To learn more about the Miami Valley Regional Planning Commission, visit our website www.mvrpc.org.

Starting salary will be determined based on qualifications and is commensurate with experience. Interested candidates should submit a cover letter and resume via e-mail to personnel@mvrpc.org or via regular mail to Personnel, Miami Valley Regional Planning Commission, 10 North Ludlow, Suite 700, Dayton, OH 45402.

Application deadline: Open until filled

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