Financial Reporting Senior Specialist

Administrative Analyst IV (AA IV)  JOB RECRUITMENT #23-09

**SALARY RANGE**
High $70,000s to Mid $80,000s (position level & salary commensurate with education & experience)

**LOCATION**
Finance

**CLOSING DATE**
When position is filled

**AREAS OF CONSIDERATIONS**
All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region’s Metropolitan Planning Organization. DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

**Job Description**
This is highly specialized professional work assisting the Director of Finance with financial reporting, annual audit, indirect cost allocation, budget preparation, project management, and other finance matters. This position strategically works in the areas of financial statements reporting, annual budget development and analysis, and the functional expansion of the Commission’s accounting systems and financial framework. Duties are performed within the broad framework of existing laws and policies, and the position will require independent research to ensure operations align with new regulatory requirements for federal, state, and local compliance. This position reports directly to the Director of Finance.

**Responsibilities**
- Manage the Annual Single Audit process for DVRPC and its nonprofits.
- Prepare financial statements in compliance with Generally Accepted Accounting Principles.
- Compile data and conduct analysis for Indirect Cost Allocation Proposal (ICAP).
- Prepare financial statements and schedules in the annual Work Program and Budget.
- Prepare necessary supplemental tables and schedules required by funding agencies for annual funding agreements.
- Review the monthly Project-by-Division financial report and coordinate with project managers relative to project budget versus actual expenditures.
- Assist Director of Finance in reviewing budget proposals during cost negotiation and reviewing contractual matters such as cost negotiation and reviewing contractual matters such as cost eligibility and timeline.
- Assist the Division Directors, Associate Directors, and Managers on technical accounting and grant administration procedures at the project and/or contract level.
- Prepare quarterly financial management reports and communicate results to management.
- Streamline financial analysis reports by analyzing and projecting commission-wide budgets for the purpose of controlling expenditures and cost trends.
- Analyze, research, and recommend process improvements to the Director of Finance regarding internal controls and policy and procedures.
- Review and project future expenses for healthcare premiums, pension costs, and other fringe benefits expenses.
- Provide guidance and support Accounting, Payroll, Account Payables, Purchasing, and related matters.
- Assist in the annual valuation process for Other Post Employment Benefits (OPEB) and coordinate inquiries with actuaries.
- Assist with special projects and process improvements initiatives.

**Qualifications**
- CPA with government audit experience for a public accounting firm preferred.
- Extensive knowledge of accounting and business management principles and practices.
- Extensive knowledge of computerized accounting and financial systems.
- Extensive knowledge of spreadsheet and word processing skills.
- Strong ability to express ideas clearly and effectively, orally and in writing.
- Strong ability to establish and maintain effective working relationships with other employees, vendors, and member government representatives.

**Experience & Training**
A minimum of seven years of progressively responsible professional experience in Accounting and Finance; including two years in a supervisory or administrative project management capacity; and such training as may have been gained from a four-year college or university with major course work in an applicable discipline (Accounting, Finance), or an equivalent combination of experience and training. A Master’s degree in Accounting, Business Administration, or Finance is preferred, and can be substituted for one year of experience.

**LEARN ABOUT DVRPC’S WORK CULTURE & BENEFITS: WWW.DVRPC.ORG/HUMANRESOURCES**

**DVPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION, MINORITY, DISABLED, & VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: YOU MUST BE LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES.**

SEND RESUME & COVER LETTER TO: RESUMES@DVRPC.ORG OR BY MAIL: DVRPC HUMAN RESOURCES | 190 N INDEPENDENCE MALL WEST / 8TH FL. / PHILADELPHIA, PA 19106-1520