

Finance & Accounting Manager

The Ohio River Valley Water Sanitation Commission (ORSANCO) is seeking an experienced accountant to direct all aspects of financial management. ORSANCO is a 23 employee interstate water quality monitoring agency based in Cincinnati, Ohio.

Bachelor's Degree in Accounting or Finance and 4+ years of demonstrated accounting experience required. Some supervisory experience a plus but a willingness to step up to a supervisory role is important. Federal grants administration experience is beneficial but not required.

Starting salary approximately \$75,000 based on qualifications. ORSANCO provides good work-life balance with a 37.5 hr. work week as well as flexible and hybrid work schedules. Benefit package also provided.

For more details and a full position description go to www.orsanco.org

E-mail cover letter and resume to Director of Administration & Human Resources at <http://www.orsanco.org/about-us/employment/> by February 1, 2024.



OHIO RIVER VALLEY WATER SANITATION COMMISSION

JOB DESCRIPTION

Title: Finance & Accounting Manager

Reports To: Executive Director

Duties and Responsibilities

Position reports to and is under the general direction of the Executive Director. The incumbent is responsible for maintaining the Commission's financial records in accordance with the governing procedures, and adherence to stated policies and procedures. Provide direct oversight of the staff accountant position.

Specific responsibilities include:

1. Operation and maintenance of the Commission's accounting system, including Accounts Payable, Accounts Receivable and Payroll journals.

Accounts Payable

Audit of incoming invoices and expenses accounts for accuracy and compliance with Commission policies and procedures. Preparation of vouchers and issuance of checks for approved invoices and expense accounts. Develop and maintain Commission's electronic purchase order system.

Accounts Receivable

Make bank deposits as needed Initiation of requests for funds due the Commission from Federal agencies, signatory states, water utilities and other agencies as authorized.

Payroll

Preparation and maintenance of all accounting and payroll records. Preparation of payroll, tax returns, transmission of withheld amounts to appropriate agencies, and preparation of related reports as appropriate.

2. Initiation and organization of Commission's reporting process.

Reconciliation of bank statements and generation of all month-end accounting reports. Preparation of month-end general ledger entries recording cost allocations for labor, benefits and indirect costs to various programs. Preparation of monthly budget vs. expenditure data. Presentation of all reports to management teams in a manner that would indicate the status of a particular program and potential areas of concern.

ORSANCO is a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

3. Budget development, tracking and management.

Authority and responsibility for annual budget development and tracking. Direct authority and responsibility of ensuring annual program outputs to coincide with financial budget are completed by respective staff and updated quarterly. Meet quarterly with management to review budget and program status. Advise program management on areas of concern.

4. Prepare for and assist in annual financial audit

Assist independent auditor in performance of annual audit of Commission's general-purpose financial statements. Familiarity with all Commission programs and procedures as they relate to generally accepted auditing standards.

5. Grant management.

Prepare, submit and track all grant awards. Prepare and submit financial reports as required. Consult with staff prior to grant submissions to ensure financial appropriateness. Advise staff of reporting requirements. Advise management of grant status and areas of concern.

6. Evaluate current accounting system and develop plan for implementation of changes as necessary.

7. Such other duties as may be assigned.

Education and Experience Requirements.

Bachelor's Degree in Accounting or Finance, and four + years of experience. Master's Degree in accounting or finance a plus. Demonstrated competence in accounting, and proficiency with computers and accounting software are required. Must be bondable. Shall have or be able to acquire a valid driver's license and be capable of being insured for automobile insurance.

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