

## Job Description



**Position:** Senior Financial Analyst  
**Department:** Financial Services  
**Reports To:** Chief Accounting Officer

### **Job Summary:**

Performs a variety of responsible work related in the reviewing and monitoring of HRT general ledger accounts for accuracy. Prepares and make journal entries transactions. Reconcile accounts for retired and active employees.

### **Essential Job Functions:**

- Research certain general ledger accounts, reports, and records for accuracy and make any necessary corrections.
- Enter all payments, adjustments and corrections to subsidiary ledger for retired and active employees. Prepare detail account analysis for HRT Commissioners and active employees for per diem and travel expense.
- Compile information for the statistical journal entries.
- Process financial information for Discover Tidewater.
- Perform a variety of accounting duties involved in maintaining general ledger including the input of transactions into the computer.
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- Responsible for maintaining a general awareness of HRT's EMS.
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan.
- Performs other related duties as required.

### **Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonable be assigned)**

- Perform complex accounting for monthly closings, periodic reviews, and annual audits.
- Reconcile operating and auxiliary bank accounts.
- Maintain and update chart of accounts.
- Prepare account reconciliation and analysis.

### **Required Knowledge, Abilities and Skills essential to Job Functions:**

Knowledge of typing and use of 10-key calculator; ability to use various computer spreadsheets and word processing software in a Windows environment; basic knowledge of principles, methods and practices of accounting procedures; must possess excellent analytical and communication skills.

### **Required Software Knowledge and Skills essential to Job Functions:**

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

### **Software applications:**

PeopleSoft Finance, Email, Internet, Microsoft Office Suite (Word & Excel)

**Qualifications:**

**Training and/or Education:**

Graduation with bachelor's degree from an accredited college or university with major course work in accounting or related field.

**Required Experience:**

Minimum of one to three years work experience in accounting or business environment or any equivalent combination of training and experience.

**Licenses or Certificates:**

None

**Special Requirements:**

Proficient in MS Word & Excel

**FLSA Status:**

Non-Exempt

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires high-speed operation of keyboard devices.

**Unusual Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.