

Accounting Analyst

The Northern Virginia Transportation Commission seeks an analytically minded and detail-oriented Accounting Analyst to support the financial and accounting activities of the Commission. The ideal candidate will have: the ability to develop tools for analyzing data, strong accounting skills, exposure to governmental accounting and reporting, high proficiency in Excel, capacity to work well with minimal supervision and willingness to take on a variety of financial tasks as assigned.

Position Description

The Accounting Analyst reports to the Director of Finance and Administration, and will provide support in many financial and accounting activities. These may include:

- Analysis of NVTC gas tax revenue data to identify unusual taxpayer reported activity and trends, including the creative development of analytical methods and tools. **This is the primary focus of the position.**
- Provide general ledger, source journal and source document support.
- Perform account reconciliations.
- Assist in the preparation of monthly financial reports.
- Assist with internal budget development and tracking.
- Provide support in maintaining the Commission's revenue allocation model.
- Provide support in the preparation of the annual audited financial statements.
- Assist with the preparation for NVTC's annual audit.
- Track and report jurisdictional trust fund activity.
- Track Commuter Choice and state grant activity.
- Review program and state grant reimbursement requests.
- Perform special projects and analysis as assigned.
- Provide accounting staff backup and redundancy.

Requirements

Required:

- A Bachelor's degree in accounting or finance.
- Four or more years of relevant professional experience, governmental fund accounting and reporting preferred.
- Extensive computer skills required, including high proficiency with Excel.

Desirable:

- CPA, Master's Degree, or other professional certification.

How to Apply

Please provide a cover letter and resume describing your qualifications and interest in this position. Submit your application to: opportunities@novatransit.org with the subject line 'NVTC Accounting Analyst Position'. Position remains open until filled. NVTC is an equal opportunity employer.

Salary and Benefits

NVTC offers a competitive salary and outstanding benefits including life, health, dental, disability insurance; self-directed retirement plan; pre-tax childcare and medical cafeteria plan; voluntary 457 plan; free parking; tax-free transit benefit. NVTC offers all staff opportunities for professional development and training. The competitive salary is dependent on experience and qualifications.

Position Starting Salary Range: \$75,000 to \$90,000

Additional Information

NVTC's office is in the Court House area of Arlington, Virginia. Work hours are generally 8 a.m. to 5 p.m., Monday through Friday. NVTC offers a generous telework policy (pending eligibility). Additional work hours may include attending evening meetings. Some local and regional travel may be required.

About the Northern Virginia Transportation Commission (NVTC)

NVTC (www.novatransit.org) serves as a regional forum for discussion and analysis of transit issues that are critically important to our economy and quality of life. Founded in 1964, in part to represent the interests of the Commonwealth during the establishment of the Washington Metropolitan Area Transit Agency (WMATA), NVTC is charged with the funding and stewardship of WMATA and the Virginia Railway Express (VRE), which it co-owns. NVTC is also the lead agency in the administration of the Commuter Choice program, a multi-decade effort that leverages toll revenues from Northern Virginia express lanes to support transit and multi-modal investments.