

Job Description

Position Title	Staff Accountant
Reports To	Controller
FLSA Status	Exempt
Version Date	January 2023
Introductory Period	6 months

Position Information

Assignment Category	Regular, Full time
Location	Providence, RI

Job Description Summary

The Staff Accountant's primary responsibilities include core accounting functions such as accounts payable, accounts receivable, general ledger journal entries, reconciliations, and financial reporting. Additional duties include cash management comprised of assisting in developing and implementing reporting and analytical standards for profitability and investment performance spanning the Bank's funding and investment programs. Collaborating with the Controller, there will be opportunities to develop financial models for decision-making support. The Staff Accountant is integral to our balance sheet management (including interest rate-risk analysis) efforts and to assuring the highest and best use of available capital.

Key Functions and Requirements – Major Tasks and Duties Include But Are Not Limited To

Core Accounting Functions

1. Record, track and monitor disbursements, banking transactions, investment funds, securities, and financial instruments.
2. Prepare journal entries, perform account reconciliations, and participate in monthly financial reporting – both internal and external.
3. Maintain strong financial controls and make recommendations for process improvement for the management accounting process.

Cash Management

1. Maintain the integrity of the movement of deposits and account balances between the Bank's various lending programs.
2. Review debt service payments and related schedules and monthly accruals for interest payables.
3. Compile relevant financial and industry data; make recommendations to management regarding the Bank's Comprehensive Annual Financial Report (CAFR).

Financial Analysis

1. Perform financial planning and analysis, including researching investment opportunities and economic trends.
2. Maintain performance dashboard to highlight underlying business trends.
3. Creating financial models for decision-making support. Improve financial performance by analyzing results; monitoring variances; identifying trends; and recommending actions.
4. Maintain documentation of the methodologies and entries for audit and control purposes.
5. Assist, as necessary, with all regulatory compliance activities and audit requests.

Qualifications and Experience Profile

- Bachelor's degree in Finance, Accounting or related field, or other equivalent experience.
- 1 – 4 years' experience in accounting / finance
- Strong financial acumen and analytical ability.
- Working knowledge of finance and accounting best practices, laws, standards, and state/national regulations.
- Working knowledge of financial markets and products.

Desired Skills

- Strong analytical and accounting skills with knowledge of monthly and quarterly close cycles.
- Attention to detail and strong organizational skills.
- Ability to prioritize activities to meet deadlines.
- Great interpersonal skills and strong oral and written communication skills.
- Strong desktop computing skills including the full suite of Microsoft Office programs.
- Exceptional work ethic, ability to perform under pressure and meet deadlines, and demonstrates enthusiasm towards colleagues and clients.

Employment Details

- Competitive compensation package commensurate with experience and skills ranging between \$60,000 - \$90,000
- The position has the potential to operate in a hybrid work model. Candidates selected for any position must be able to come into the office on remote days when required.

To Apply

- If you would like to apply for this position, please email careers@riib.org with your resume and cover letter.

Working Conditions/Physical Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.