

## Job Description

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

### Position Information

Assignment Category	Regular, Full time
Location	Providence, RI

### Job Description Summary

The Financial Accountant's primary responsibilities include core accounting functions such as accounts payable, accounts receivable, general ledger entries, reconciliations, and financial reporting. The Financial Accountant is integral to our balance sheet management efforts and assuring the highest and best use of available capital by identifying trends that impact business and coordinating relevant financial information to support strategic initiatives.

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

#### Core Accounting Functions

1. Maintain financial data in accordance with Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB)
2. Record, track and monitor accounts payable, accounts receivable, loan disbursements and bank transactions.
3. Prepare month end journal entries, accruals, and perform account reconciliations.
4. Processing of 1099's
5. Maintain strong financial controls and make recommendations for process improvement for the management accounting process.
6. Contributes to the accuracy and efficiency improvements in the closing process.
7. Prepares and reviews supporting schedules for annual audit.
8. Researches and resolves un-reconciled amounts on a timely basis.
9. Prepares and assists with review of monthly, quarterly, and year-end financial statements.
10. Maintain the integrity of the movement of deposits and account balances between the Bank's various lending programs.

#### 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. Provide financial analyses and support for bond issues, capital investments, pricing decisions, and contract negotiations.
4. Assist, as necessary, with all regulatory compliance activities and audit requests.

Qualifications and Experience Profile
<ul style="list-style-type: none"> <li>• Bachelor’s degree in Accounting, Finance, or related field, or other equivalent experience.</li> <li>• 3 – 5 years’ experience in accounting / finance</li> <li>• Strong financial acumen and analytical ability.</li> <li>• Working knowledge of finance and accounting best practices, laws, standards, and state/national regulations.</li> <li>• Working knowledge of financial markets and products.</li> </ul>
Desired Skills
<ul style="list-style-type: none"> <li>• Strong analytical and accounting skills with knowledge of monthly and quarterly close cycles.</li> <li>• Attention to detail and strong organizational skills.</li> <li>• Ability to prioritize activities to meet deadlines.</li> <li>• Great interpersonal skills and strong oral and written communication skills.</li> <li>• Strong desktop computing skills including the full suite of Microsoft Office programs.</li> <li>• Exceptional work ethic, ability to perform under pressure and meet deadlines, and demonstrates enthusiasm towards colleagues and clients.</li> </ul>
Employment Details
<ul style="list-style-type: none"> <li>• Excellent benefits package, including generous time off, health insurance coverage, medical, dental, and vision, retirement, and paid leave.</li> <li>• Competitive compensation package commensurate with experience and skills ranging between \$70,000 - \$90,000.</li> <li>• 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.</li> <li>• The Bank is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.</li> </ul>
To Apply
<ul style="list-style-type: none"> <li>• If you would like to apply for this position, please email <a href="mailto:careers@riib.org">careers@riib.org</a> with your resume and cover letter.</li> </ul>
Working Conditions/Physical Demands
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

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.