



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for one (1) position of **Controller** within the Finance Division. This is a Non-Represented position and is contingent upon budget approval.

Position: Controller
Posting Period: February 27, 2025 through March 21, 2025
Salary Range: \$99,386.66 to \$124,233.32 Annum (Pay grade 901)
Union Affiliation: Non-Represented
Reports To: Chief Financial Officer (CFO)

Summary of Position:

This is a senior management position within the Finance Department responsible for compliance with accounting standards, financial statement preparation, and coordination of subsequent audits and to do related work as required. This position will also oversee the day-to-day activities of the accounting and payroll functions. This position will report to the Chief Financial Officer.

Essential Duties and Responsibilities:

- Responsible for the audit and accounting process assuring timely issuance of annual financial reports and statements;
- Responsible for the development of effective financial policies and procedures in accordance with current standard accounting practices and required mandates;
- Ensure the effective and efficient operation of grant accounting and administration, and internal control;
- Responsible for all accounting calculations and summaries for labor contract negotiations;
- Oversee, authenticate, and protect the integrity of money room deposits;
- To assist with the National Transit Database (NTD) reporting and submission requirements;
- To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of state government programs affecting the Authority;
- Responsible for the supervision of all accounting employees;
- Work closely with other state agencies as required;
- To work cooperatively and cross-functionally with the operating divisions within the Authority;
- Perform other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

- Must be a graduate of an accredited college or university with a Bachelor's degree in Accounting, Finance, or similar field. Master's degree or CPA certification a plus;
- Directly relevant experience including prior role in an accounting position, preferably with leadership responsibilities;
- Must possess excellent analytical skills, be highly organized and possess the ability to pay close attention to detail;
- Excellent communication skills, both verbal and written, are a necessity;
- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts;
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze,

reconcile, and project financial data, and to make logical decisions using sound, independent judgment, and common sense;

- Ability to meet strict deadlines and work extended hours when necessary;
- Must be able to demonstrate flexibility as well as the ability to work as part of a team;
- Advanced Proficiency required with Microsoft Excel and a good working knowledge of other Microsoft office products. Experience migrating to a new ERP system strongly desired;
- Must have strong working knowledge of automated financial reporting systems.

RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Independent Action:

- Ability to independently plan, organize, prioritize, and manage multiple projects and priorities with accuracy and close attention to detail.
- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed.

Supervisory Responsibility:

Accounting and Payroll Staff

Selection Process:

- Interested applicants should submit their cover letter, resume and/or RIPTA employment application to RIPTA's Human Resources Department by closing date of recruitment posting;
- Selected applicants may be required to pass an oral interview and/or written/computer assessment;
- Applicant must provide RIPTA with a copy of degree and/or transcripts from accredited educational institution, any required licensure and/or certifications as needed to perform job functions, prior to interview;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicants claiming Military status should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations, and disciplinary history.

Elimination Process:

- If a candidate fails to meet the minimum education requirement as outlined within "*Qualification Requirements*" stating "Applicant must be a graduate of an accredited college or university with a Bachelor's degree in Accounting, Finance, or similar field".
- If a candidate fails to submit resume and/or required documentation as outlined within "*Selection Process*".
- If a candidate fails to meet minimum required oral interview score, in which the Authority has deemed as a passing score.

To apply, interested applicants should visit www.ripta.com/careers to submit their cover letter, resume, certification copies and RIPTA employment application; to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to jobs@ripta.com no later than Friday, March 21, 2025. Telephone calls regarding application status will not be accepted.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.