



Accountant

The Rhode Island Commerce Corporation (Commerce RI) seeks an experienced professional to provide accounting and financial analysis in support of the agency's programs, budget, financial records, and audit.

Position Functions

- Grants Management: Monthly billing and reconciliation of grants to the general ledger. Monthly, quarterly and annual reporting as required, and assistance in audit work-paper preparation
- Payroll: Bi-weekly payroll processing, financial service labor allocations, calculation of quarterly 457 employer match, monthly benefit expense reconciliation, and assist in preparation of payroll and benefit audit work papers and budget calculations
- Budget: Assist CFO in gathering employee and expense information, and perform budget-to-actual account analysis as needed
- Reporting: Grant reporting as noted under Grants Management, preparation of quarterly consultant report, and annual reconciliation and reporting of legal fees as required for audited financial statements.
- General ledger: Monthly accounts reconciliations, maintain daily cash sheet, and provide necessary back-up of daily/monthly and quarterly accounting entries of multiple entities
- Purchasing: Provide back-up for accounts payable, RFP and contract administration
- Financial Services support: Support loan administration, intake, monitoring and reporting
- Special Projects: Update Standard Operating Procedures (SOP), including existing internal control procedures, and other projects as requested by the CFO, strong command of grammar (preferred)

Qualifications:

- Bachelor's Degree in Accounting or related business field (required)
- Successful management of multiple projects simultaneously (preferred)
- Experience in preparing audit work papers (preferred)
- Intermediate experience with Microsoft Excel, Word, Outlook, Sage, Great Plains, and ADP (preferred)
- Knowledge of State purchasing policy (preferred)

Please submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer