



Staff Accountant

Statement of Duties

The Staff Accountant provides administrative, professional, accounting work with responsibility for the receipt and expenditure of corporation funds, the maintenance of the Corporation's financial records and financial functions of the RI Commerce Corporation and other related entities.

Essential Functions

- Monitors Great Plains General Ledger Accounting systems
- Processes the accounts receivable activities (billing and receipts for bond fees, rent, due from State etc.) for all entities ensuring accurate and timely processing of all receipts.
- Monitors cash balances on all checking accounts daily through Santander Bank and Bank of America.
- Updates Nortridge (loan system) as needed for SBLF and troubleshoots where needed. Back-up person for daily running of accruals, recording deposits and inputting new loans and loan modifications as needed.
- Monthly reconciliation of Nortridge Trial Balance ensuring it agrees with Great Plains.
- Monthly closing entries, recurring journal entries and reconciliations of all GL accounts.
- Reconciliations of all checking accounts for all entities – RI Commerce Corp., SBLF, JCG, Renewable Energy, Broadband, ARRA, STEAMengine, etc.
- Month-end close procedures on all entities
- Processes vouchers and checks for all entities ensuring accurate and timely processing of all A/P billing on an as needed basis
- Works closely with auditors on all audits – annual financial audit, performance audit every 5 years, others as required.
- Other duties as assigned by Department Director

Qualifications:

- Bachelor's Degree in Accounting or related business field
 - Successful management of multiple projects simultaneously
 - Experience with federal grant compliance and reporting
 - Intermediate experience with Great Plains, Microsoft Excel, Word, Outlook, and CSC paymaster
-

In order to be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
315 Iron Horse Way – Suite 101
Providence, RI 02908

job.opportunities@commerceri.com

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.