

Job Posting

Job Title:	Senior Accountant
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non- Exempt	Exempt
Travel:	5%

About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

Job Summary

Collaborating in a small team, the Senior Accountant plays a key role in all accounting functions, including a timely monthly close, establishing and monitoring budgets and forecasts, and helping to manage the A/R and A/P process. The ideal candidate will maintain financial records in accordance with generally accepted accounting principles, and the policies of The Trust and safeguard Trust assets. This position will also be responsible for ensuring the integrity of accounting information by researching accounting issues for compliance and by establishing quality control over financial transactions and financial reporting.

Core Responsibilities

- Prepares journal entries and account reconciliations for month end closing process.
- Manages all investment accounting.
- Reviews and posts daily cash receipts.
- Prepares and processes bank transfers, including interbank transfers.
- Responsible for record keeping, reporting and tax filings and is back-up for bi-weekly payroll processing.
- Reviews and posts all premium and other billings prepared by the Financial Specialist.
- Reviews accounts payable invoices ready for disbursement.
- Participates in annual independent audit.
- Collaborates in the preparation of quarterly internal financial statements.



- Partners with Finance Manager in maintaining an automated accounting system.
- Monitors cash flow.
- Reviews the work of others, providing appropriate feedback as needed.
- Documents accounting policies and procedures in a meaningful and detailed fashion.
- Collaborates and troubleshoots issues with employees, members, vendors and external business partners.
- Sets high work standards and helps train and/or mentor others as needed.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree with major course work in accounting.
- A minimum of five years of related work experience in a responsible financial or accounting position.
- Intermediate knowledge of MS Office: Excel, Word, and Outlook.
- Experience with an accounting software package, MS Dynamics (Great Plains) preferred

In lieu of the above, any equivalent combination of training and experience may be considered at the discretion of The Trust.

- Considerable knowledge of generally accepted accounting principles.
- Knowledge of general accounting, processing payables, receivables and payroll.
- General ledger functions and the month-end/year end close process.
- Creating financial statements.
- Superior analytical and problem-solving skills.
- Team oriented.
- Proven ability to work both independently and collaboratively with all levels of employees.
- Communicate effectively, both orally and in writing, with internal and external stakeholders.
- Act and operate independently with minimal direction from manager.
- A high degree of initiative and follow through.
- Careful attention to detail and accuracy in work.
- Excellent organizational skills with the ability to prioritize work and manage time.
- Establish and maintain effective working relationships with Members, staff, third-party claims administrators and vendors to gather meaningful information. respond to questions, conduct research and resolve complex problems.
- Maintain confidentiality in strict conformance with HIPAA and other Federal and State laws and regulations.



Benefits
Health and Dental Insurance
Group Term Life and Accidental Death and Dismemberment Insurance
Group Long Term Disability Insurance
Retirement Benefits
Health Spending Account
Continuing Education
Employee Assistance Program
Wellness Program
Paid Time Off

Send Resume and Cover Letter
Email: hr@ritrust.com
Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Executive Office Manager

Please read the qualifications for this position carefully. The successful applicant will have to get up to speed quickly and therefore, we will only consider those who meet all the criteria listed above.

The Trust is proud to be an equal opportunity employer.