



## ACCOUNTANT

The Mid-Ohio Regional Planning Commission (MORPC) is seeking a reliable, hard working, motivated, team-oriented individual to fill the position of Accountant. This is a full-time professional position that reports to the Accounting Manager and Finance Director. This individual will be responsible for assistance with the preparation of monthly financial statements, reconciling general ledger account balances and other month-end procedures; prepare account analysis of various accounts and annual audit schedules; manages tracking of fixed assets; and assists with preparation for the annual financial statements and compliance audits. This individual will also assist the Finance Director with budgeting, contract compliance and monitoring.

This position is responsible for preparing standard monthly general journal entries; reconciling overhead and fringe allocations and producing month-end labor reports and reports for grants and programs. Tracks fixed assets and depreciation schedules; assists with audit schedules and prep work for audits; monitor actual expenses vs budgets as well as various other analysis and reports as requested.

This position requires comprehensive knowledge of governmental accounting for enterprise funds; strong financial statement background, both in preparation and analysis; experience with grant management and compliance; ability to present financial information effectively in narrative, graphic and numerical form; ability to develop solutions to complex problems and utilize strong analytical skills; ability to update, develop and document accounting procedures. Advanced skill level in the use of Excel spreadsheets and accounting software is needed along with experience with word processing and the Internet.

Candidate must have excellent verbal and written communication skills and problem-solving skills. Ability to establish and maintain effective working relationships with MORPC staff in various departments is necessary. Thorough working knowledge of Windows, MS Office software required. Experience with Abila MIP or similar fund-accounting software a plus. Individual must have valid driver's license, good driving record and maintain liability insurance coverage as required by MORPC.

Bachelor's Degree in accounting, finance, or related field and a minimum of three years experience in a related professional finance position required. Compliance monitoring and financial statement preparation experience required.

Excellent benefit package. MORPC is an EOE/AAP employer. Please send resume to or complete an application at MORPC, ATTN: FA-1-17, 111 Liberty St., Suite 100, Columbus, OH 43215 or email resume for immediate consideration to [submitresume@morpc.org](mailto:submitresume@morpc.org) No phone calls please.  
[www.morpc.org](http://www.morpc.org)