



Career Opportunity Financial Accountant: Full-time

Tidal Transit Authority (Kings Transit Authority) and Valley Waste-Resource Management are partnering to recruit a full-time Financial Accountant. This shared-services role will divide time equally (50/50) between both organizations and is responsible for providing consistent and accurate financial administrative support to each agency's management team.

Key Responsibilities

Financial Duties for Both Organizations

- Prepare and balance bank deposits for both organizations.
- Assist each organization's Financial Accountant with monthly invoices.
- Maintain financial records, data entry, and reconciliation activities.
- Support bookkeeping and account management functions.
- Perform accounts payable and accounts receivable duties.
- Assist with financial reporting, audit preparation, and related documentation.
- Support the financial needs of management teams at both organizations, ensuring accuracy, confidentiality, and consistency.

Other Duties

- Provide general administrative and financial support as required by either organization.
- Respond professionally to inquiries (phone, email, or in-person) when required.
- Collaborate with colleagues at both organizations to support day-to-day financial operations.
- Backfill of customer services role when required
- Assists staff with human resource questions and maintains staff records
- Processes payroll

Qualifications

- Business or Administration Diploma or Degree and/or experience in accounting, finance, or municipal operations.
- Strong numeracy and data entry skills with high attention to detail.
- Exceptional computer literacy skills, particularly with accounting programs such as QuickBooks Online and Microsoft Excel, Word, and Outlook.
- Strong telephone manners, customer service abilities, and problem-solving skills.
- Excellent organizational and time-management abilities.
- Ability to assimilate a wide range of financial and human resources information and work effectively in a team environment
- Maintains strict confidentiality and discretion.
- Willingness to work overtime when required.
- Must be bondable.

Additional Information

This is a full-time position with a comprehensive benefits program. Hours of work are typically Monday–Friday, 8:30am–4:30pm. Work will be divided between the Tidal Transit Authority office and the Valley Waste-Resource Management office as scheduled.

How to Apply

Please submit a cover letter and resume outlining how you meet the qualifications and demonstrating your relevant education, experience, and training.

Email your application to: careers@vwrn.com

Position will remain open until it is filled.

Offers of employment are conditional on satisfactory background checks, including references, employment verification, criminal background, and education confirmation. Applicants may be asked to demonstrate proficiency with Microsoft Excel, Word, and QuickBooks Online.