Staff Accountant

ORGANIZATION SUMMARY:

The Maine Municipal Bond Bank provides low-cost loans to Maine's cities, towns, counties, and water and sewer systems. In addition, the Bond Bank lends to various departments of state government for infrastructure projects. The Bond Bank also manages the Maine Governmental Facilities Authority (MGFA) and the Maine Health and Higher Educational Facilities Authority. The twenty staff members at the Bond Bank are responsible for managing over $7B in funds, which include grants and loans for projects throughout Maine – all of which are focused on improving the lives of Mainers and our visitors.

The Bond Bank strives to be a ***Mindful Employer***, believing that purposeful work and human-first practices result in higher impact and greater good for the world.

POSITION SUMMARY:

Under supervision of the Director of Finance & Accounting, the Staff Accountant is responsible for the daily financial operations of authority(s) and/or program(s) which have been assigned by the Director of Finance & Accounting, in alignment with the greater accounting team assignments. Duties include but are not limited to preparing and reviewing quarterly financial statements, preparing, and maintaining complex schedules for audits, tracking and recording investments, preparing monthly treasurer's reports, performing various accounting reconciliations, and reviewing in-house systems of bond data for accuracy.

ESSENTIAL JOB FUNCTIONS:

- Prepare and reconcile quarterly financial statements for assigned authority(s) and/or program(s). This includes preparing and reconciling supporting schedules, reconciling accounts, preparing adjusting and elimination entries, updating notes to financial statements, and reviewing the final financial statements.
- Responsible for accounting of the assigned authority(s) and/or program(s)
- Collaborate with Program Officer and team for the assigned authority(s) and/or program(s)
- Work closely with the external auditors during the annual audit
- Prepare year-end audit confirmations
- Review, reconcile and post monthly Trustees' statements received through the electronic statement import
- Work closely with Trustees and borrowers to resolve transaction questions
- Ensure the integrity of the general ledger by reconciling accounts for operating and funds held by the Trustee
- Reconcile general ledger to internal software
- Provide cross-training and backup, as assigned, for banking deposits, accounts payable, payroll, and record-keeping functions
- Invoicing of MMBB borrowers as applicable to the assigned authority(s) and/or program(s)
- Reconcile borrower accounts held by the Trustee for sufficient funding including debt service funds
- Review, reconcile and adjust outstanding receivables
- Review drafts of all semi-annual debt service letters and make corrections, as necessary, in conjunction with other staff members and the Trustee
- Prepare Treasurer's Report for the applicable Board of Directors, according to assignment
- Maintain sufficient knowledge of the Bond Bank's financial activities and requirements to ensure continuance of operations during the absence of other accounting staff
- Assist other accountants as needed

OTHER DUTIES AND RESPONSIBILITIES:

- Attend staff meetings and other meetings and training courses, as needed.
- Perform any additional duties as required or assigned by the Director of Finance and Accounting or Executive Director

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

Duties require knowledge of accounting principles (GASB), finance, and accounting software, equivalent to completion of 2-3 years of college and 3-5 years of progressively responsible related experience in an accounting or finance role. A bachelor's degree in accounting or business administration is preferable. Educational requirements for the position may be offset by accounting experience.

The following are additional critical skills and abilities:

- Ability to prioritize and coordinate multiple tasks
- Ability to be flexible and team-oriented
- Strong planning, organizational, and time management skills
- Ability to work independently, practice confidentiality, and meet stringent deadlines
- Ability to read and understand the requirements of bond resolution and other documents
- Strong computer skills, including an understanding of accounting and data management software
- Ability to form coalitions with internal and external constituents
- Recognize departmental priorities and work cooperatively to support their accomplishment
- Ability to communicate effectively, both verbally and in writing, to establish positive public relations for the Bond Bank and its clients, and to interact effectively with a wide variety of internal and external partners

SUPERVISORY RESPONSIBILITY: None

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.
- More than half of the time is spent sitting in a normal office setting.