**GoTriangle Job Description**

Classification Title: Principal Accountant

Pay Grade: 28 $72,793 -136,110

FLSA Status: Exempt

Department: Budget & Finance

Supervisor: Director of Finance Operations

**GENERAL STATEMENT OF JOB DUTIES**

Reporting to the Director of Finance Operations, the Principal Accountant leads the organization’s accounting and financial reporting functions. The position plays a critical role in ensuring the accuracy and integrity of the agency’s financial operations, including overseeing design and maintenance of the chart of accounts ensuring it accurately represents the organization’s financial structure and transactions. This position leads and performs complex accounting functions, oversees financial reporting, ensures compliance with governmental accounting standards, supports audit activities, and provides strategic financial insights to GoTriangle departments. The Principal Accountant serves as a subject matter expert in accounting policies and procedures, mentors junior finance operations staff, and collaborates across departments to enhance financial accountability and transparency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Oversee the preparation of accurate and timely financial statements in compliance with established legal and regulatory requirements and GoTriangle procedures.
* Support the annual external audit process, leading preparation of documentation provided to external auditors and supporting resolution of audit findings.
* Develop, implement, and maintain internal controls to safeguard the agency’s assets and ensure compliance with applicable laws and policies.
* Prepare and analyze monthly, quarterly, and annual financial reports, providing insights and recommendations to senior leadership.
* Oversee standardized activities such as close, consolidation and reporting activities.
* Prepare the Annual Comprehensive Financial Report (ACFR) and submit it to the Government Finance Officers Association to be considered for the Certificate of Achievement for Excellence in Financial Reporting.
* Design, monitor and update the chart of accounts regularly, making certain each account is correctly classified and outdated accounts are deactivated facilitating accurate financial reporting and strategic decision-making.
* Mentor junior accounting staff, fostering a collaborative and high-performing team environment.
* Ensure accurate tracking and reporting of grant revenues and expenditures, including compliance with federal, state, and local grant requirements.
* Manage fixed asset accounting, including capitalization, depreciation, and inventory reconciliation.
* Perform various accounting functions including but not limited to account analysis, bank reconciliations, capital asset accounting, and complex journal entry preparation.
* Review and approve routine journal entries, reconciliations, and other accounting transactions to ensure accuracy and completeness.
* Collaborate with team members to develop and monitor budgets, forecasts, and financial plans.
* Stay current with changes in accounting standards, regulations, and best practices, providing guidance and training to staff as needed.
* Support special projects and initiatives, including cost analysis, financial modeling, and process improvements. Other duties as assigned.

**MINIMUM QUALIFICATIONS AND REQUIREMENTS**

* Bachelor’s degree in accounting, business administration, finance or related field from an accredited college or university. Master’s Degree preferred.
* Seven years of progressively responsible experience in the areas of accounting, finance, business, or a related field. Experience in a public agency or government consulting environment is preferred.
* CPA license strongly preferred.
* In-depth knowledge of GASB standards, governmental accounting practices, and financial reporting requirements.
* North Carolina Certified Local Government Finance Officer required within three years of employment.
* Demonstrated ability to analyze complex financial data and present actionable recommendations.
* Strong collaboration and relationship management skills.
* Strong leadership skills and the demonstrated capacity to lead, mentor, coach and direct team members in the delivery of complex projects.
* Capacity to enforce accountability and a strong commitment to follow-through.
* Domain expertise in accounting, billing and payments, technical accounting, external reporting, consolidation, and financial close.
* Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.
* Strong communication and interpersonal skills, with the ability to collaborate effectively across diverse teams.
* Experience with grant accounting and compliance is highly desirable.
* Self-motivated, self-directed, good multi-tasking skills, quality oriented, flexible, and committed to successful on-time completion of tasks.
* Strong proficiency with financial management systems and expert Microsoft Excel skills.
* Experience with Microsoft Dynamics 365 ERP system and Microsoft Power BI preferred.
* Knowledge of state, local, and organizational policy, best practices, and compliance.

An equivalent combination of related education and experience may be substituted for the above stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

Working Conditions:

Works in an office environment where there is minimum exposure to dust, noise, or extreme temperatures. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting operating facilities, during which the incumbent should observe all policies and procedures, safety precautions and regulations, and use all protective clothing and devices provided.

Physical Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

EEO Statement:

GoTriangle is an equal opportunity employer. We are committed to providing equal opportunity and will not discriminate in terms and conditions of employment and employment practices. Decisions are made without regard to race, color, national origin, age, disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, protected veteran and military status or other applicable legally protected characteristics.

Accommodations:

GoTriangle is firmly committed to a policy of nondiscrimination in employment and to a program of achieving total equality of opportunity for all applicants. If you require reasonable accommodation because of a disability for any part of the application or hiring process, please contact 919-485-7448. Please indicate the specific assistance needed.