



## NEW EMPLOYMENT OPPORTUNITY

# Accountant

### (Full-Time w/ Full benefits)

**Salary Range: \$7,640 - \$10,314 per month**

**Application Deadline: November 15, 2024 4PM**

*\*Please submit supplemental questionnaire with application\**

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The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the over 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

#### **General Description:**

Under general direction, plans and participates in the daily operations and activities of a variety of accounting functions, including performing complex and technical accounting, financial reporting, payroll, accounts payable, cash receipts, and budget and reporting; assists in the implementation of internal control procedures and ensures accounting standards are met; coordinates and provides support for the annual audit; and performs related work as required.

This is a journey-level professional accounting classification. The incumbent oversees day-to-day accounting processing, reporting, and record keeping activities and is responsible for providing technical accounting support to the Accounting Supervisor and Deputy Director of Finance in a variety of areas. Responsibilities include oversight of the accounts payable, general ledger, budget, cash receipts, and processing functions, in addition to reconciliation and report preparation activities. This class is distinguished from the Accounting Supervisor in that the latter has supervision and planning and organizing within the department.

#### **Qualifications**

**Required:** Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of responsible professional accounting experience, preferably in the public sector. Additional experience can substitute for the required education on a year-for-year basis.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make*

*reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists with the planning, organizing, and reviewing the work of technical accounting staff in the Finance Department; trains staff in work procedures related to accounts payable, general ledger, project ledger, and budget; provides policy guidance and interpretation to staff.
- Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Participates and provides support in the annual budget preparation; prepares detailed cost estimates with appropriate justification, as required; maintains a variety of records and prepares routine reports of work performance; prepares budget adjustments, monitors budget for overages, and resolves variances and issues with department staff.
- Assists with coordinating the work of employees responsible for accounts payable, cash receipts, general ledger, project ledger, and Form 1099 processing; maintains internal control procedures and ensures that accounting standards are met.
- Participates in the reconciliation and maintenance of the general ledger and subsidiary ledgers to a variety of source documents and forms; reviews and approves a wide variety of journal entries.
- Supports the preliminary and annual audit by providing information and answers to the auditors; prepares and reviews audit entries and schedules; provides assistance to the Deputy Director of Finance and Chief Financial Officer.
- Prepares and maintains a variety of accounting records and reports related to the general ledger; performs complex reconciliations and analyses; posts information for assigned accounting activities to the general ledger.
- Monitors, summarizes, and analyzes complex financial data and prepares monthly, quarterly and annual reports.
- Maintains the operations of assigned modules on the Enterprise Resource Planning (ERP) System; responds to end-user ERP problems; provides technical support to end users by investigating and troubleshooting ERP problems with the information technology consultant and/or software vendor for resolution.
- Researches and responds to inquiries and requests in support of senior management staff; prepares and presents reports and other correspondence to staff, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; research emerging products and enhancements and their applicability to RCTC needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

**Knowledge of:**

- Principles, practices, and methods of public and governmental accounting, finance, and auditing, including general ledger, cash and investments, accounts payable, accounts receivable, payroll, project accounting, and fund and cost accounting and their application to public agency operations.
- Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements for public sector accounting.
- Accounting source documents including budgets, contracts, expenditures, encumbrances, revenues, special ledger, general ledger, project cost, cash and investments, fixed assets, and related accounting procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, RCTC staff and staff of member agencies in person and over the telephone.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and prudence within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Physical & Environmental Elements:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of  
Benefits Available**

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<p>CalPERS Retirement System  <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>          Up to \$1,500/month towards Medical Plans          Dental &amp; Vision fully paid by RCTC          401(a) Money Purchase Plan          457 Deferred Compensation          \$100,000 Group Life Insurance</p>	<p>Short and Long-Term Disability          9/80 Hybrid Work Schedule          Vacation          Sick Leave          13 Holidays/Year          Transportation Assistance Programs          Tuition Reimbursement Program</p>
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**An RCTC employment application, questionnaire, and resume must be submitted for consideration by the application deadline.**

**For more information, please visit [www.rctc.org](http://www.rctc.org)**