



EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN

(Accounts and Grants Receivable)

Salary Range: \$27.13 - \$36.62 per hour

Application Deadline: Friday, September 29, 2017, at 4:00 p.m.

The Riverside County Transportation Commission (RCTC/Commission), established through Assembly Bill 1246, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 40 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. RCTC is a small office with a staffing component of 49 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

General Description:

Under general supervision, performs a variety of technical accounting duties in the analysis, preparation, maintenance, and processing of general accounting, accounts and grants receivable, journal entries, budgeting, project accounting, fixed assets, and related general ledger transactions; maintains and audits RCTC financial accounts and records and assists in the preparation of financial reports, summaries, and analyses; provides responsible technical accounting support to supervisory and management staff in the department; and performs related work as required.

This is an advanced journey-level class that performs in a fast-paced office environment, the full range of technical work in all of the following areas: accounts and grants receivable, general accounting, budgeting, project accounting, fixed assets, and related areas, in addition to performing a variety of record keeping, reconciliation, and accounting support activities. Incumbents perform the technical accounting support duties exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Accountant class in that the latter performs technical work with higher level of complexity and difficulty in assigned accounting/finance areas.

Requirements:

Education: High School Diploma or equivalent is required. A college degree is desired.

Experience: Minimum of five (5) years of general accounting experience, preferably in public agency fund accounting.

Licenses/Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Examples of Essential Functions:

- Performs technical accounting support in the analysis, preparation, maintenance, and processing of journal entries, accounts and grants receivable, budgeting, project accounting, fixed assets, and related financial transactions.
- Prepares, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; audits financial records for accuracy; prepares, posts, and reconciles journals; prepares journal entries for revenues, expenditures, assets, and liabilities.
- Prepares and posts accurate and timely account and grant receivables for specific program or project expenditures including engineering, construction, right of way, maintenance and operations, and lease agreements; ensures consistency with RCTC programs and federal, state, and local grant requirements.
- Performs grant receivable closeout functions required by granting agency including reconciliations, financial status reports, and final invoices; updates and maintains documentation in compliance with federal, state, or local grant agreements.
- Monitors account and grant receivable revenues and expenditures ensuring data is recorded in the ERP System; maintains regular communications with department managers.
- Prepares, posts, and reconciles weekly cash receipt journal entries.
- Reconciles and maintains the general ledger including monthly subsidiary ledgers; performs various account reconciliations and works to resolve discrepancies.
- Compiles, analyzes, and reconciles a variety of financial transactions, statements, and reports.
- Develops, enters, and posts journal entries to Enterprise Resource Planning (ERP) System.
- Maintains RCTC fixed asset records in ERP System; generates, reviews, and updates fixed asset reports as required; identifies and records fixed asset acquisitions and dispositions; calculates and posts depreciations; collects documentation for new assets; ensures accountability of records.
- Maintains project accounting module in ERP System including adding new projects, setting up new accounts in existing projects, creating new phases, tasks, or subtasks, linking accounts to general ledger accounts, inactivating project strings, and assigning projects to funds and departments.
- Participates in the fiscal year-end audit and other special audits; analyzes and prepares audit schedules and year-end adjusting journal entries; ensures accountability of records and controls; provides assistance and works closely with auditors.
- Assists in the annual and mid-year budget; enters approved budget data in the ERP System; assists staff with special queries, projects, and reports.
- Maintains ERP project accounting data; develops and maintains spreadsheets, ledgers, worksheets, and other records.
- Performs back-up support for payroll and accounts payable.
- Performs other duties as assigned.

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts and grants receivable, journal entries, budgeting, project accounting, and fixed assets.
- Principles and practices of auditing accounting and finance documents.
- Basic principles and practices of general accounting, preferably in public agency fund accounting.
- Business arithmetic and basic financial and statistical techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including ERP, word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and RCTC staff, in person and over the telephone.

Skills/Abilities to:

- Perform technical accounting work accurately and timely, in a fast-paced office environment, and under general supervision.
- Review documents related to department operations; observe, identify, and solve technical issues and procedural problems; understand, interpret, and explain department policies and procedures; explain operation and respond to accounting issues for the public and staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures related to journal entries, accounts and grants receivable, budgeting, project accounting, fixed assets, and related areas.
- Establish, maintain, and research related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- 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 Demands

Must possess mobility to work in a fast-paced office environment within 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.

Environmental Elements

This is primarily a sedentary classification and the employee works in a fast-paced 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, business representatives, vendors, and the general public in explaining RCTC policies and requesting and providing information.

Summary of Benefits Available

CalPERS Retirement System	Fully Paid Short & Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
CalPERS Medical (HMO/PPO Options)	Biweekly Vacation & Sick Leave Accruals
Fully Paid Dental & Vision Plans	12 Paid Holidays/Year
401(a) Money Purchase Plan	EAP, Legal & Travel Assistance
457 Deferred Compensation	Transportation Assistance Program
Life Insurance	Tuition Reimbursement Program

09/2017