



EMPLOYMENT OPPORTUNITY

ACCOUNTING SUPERVISOR

Salary Range: \$8,005 - \$10,807 per month
(Effective 7/4/19)

Application Deadline: Friday, May 31, 2019 at 4:00 P.M.

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 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. RCTC is a small agency with a staffing component of 51 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

GENERAL DESCRIPTION:

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of accounting functions, including performing complex and technical accounting, financial reporting, payroll, accounts and grants receivable, accounts payable, cash receipts, project accounting, capital assets, and debt administration; implements internal control procedures and ensures accounting standards are met; coordinates and provides support for the annual audit; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Finance. Exercises direct and general supervision over assigned staff.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college with major coursework in accounting, finance, public or business administration, or a related field and five (5) or more years of increasingly responsible technical accounting experience, preferably in municipal accounting.

LICENSES AND CERTIFICATIONS:

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

CLASS CHARACTERISTICS

This is the full supervisory-level class that exercises independent judgment on diverse and specialized accounting and reporting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day accounting processing, reporting, and record keeping activities and is responsible for providing technical accounting support to the Deputy Director of Finance in a variety of areas. Responsibilities include oversight of the accounts and grants receivable, accounts payable, payroll, project accounting, capital assets, general ledger (including budgetary, revenue and cost records), and debt administration processing functions, in addition to reconciliation and financial report preparation activities. This class is distinguished from the Deputy Director of Finance in that the latter has full management authority in planning, organizing, and directing the full scope of professional accounting and finance operations within the department.

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.

- Plans, organizes, assigns, supervises, and reviews the work of technical accounting and office support staff in the Finance Department; trains staff in work procedures and processes; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in recruitment and selection .
- Monitors activities of the assigned work unit; determines and recommends staffing needs for assigned activities and projects; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Recommends and implements goals, objectives, policies, and procedures; establishes schedules and methods for assigned accounting functions.
- Prepares detailed revenue and cost estimates with appropriate justification, as required; maintains a variety of records and prepares routine reports of work performance.
- Supervises and coordinates the work of employees responsible for accounts payable, accounts and grants receivable, cash receipts, general ledger, payroll processing, Form 1099 processing, project accounting, bond reconciliation, and capital assets; maintains internal control procedures and ensures that accounting standards are met.
- Supervises and participates in the reconciliation and maintenance of the general ledger and subsidiary ledgers to a variety of source documents and forms; supervises and participates in the analysis and reconciliation of trustee accounts and investment reports; maintains budgetary, revenue, and cost records; reviews and approves a wide variety of journal entries.
- Participates in the annual budget preparation; assists staff in the preparation and completion of budget worksheets and supporting documentation; assists in the compilation of the annual budget document; coordinates the input of the adopted budget in the Enterprise Resource Planning (ERP) System; prepares

budget adjustments and monitors budget lines for overages; resolves variances and issues with appropriate department and staff.

- Reviews, assists with, and approves monthly revenue bond statement reconciliations and journal entries; assists in the preparation of bond requisitions for reimbursements; assists in the preparation of the quarterly investment report.
- Supports the preliminary and annual audit by coordinating staff resources and providing information and answers to the auditors; prepares and reviews audit entries and schedules; prepares annual financial reports; coordinates with Senior Financial Analyst and provides assistance to the Deputy Director of Finance, and Chief Financial Officer regarding preparation of various complex financial reports.
- Prepares and maintains a variety of financial records and reports related to the general ledger, debt administration and related advances, and investment activities; performs complex reconciliations and analyses; posts information for assigned accounting activities to the general ledger.
- Maintains the operations of assigned modules on the (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; researches 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 and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including 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.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- 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.
- Understand and operate modern office equipment including computer equipment and specialized software applications programs, including ERPs.
- 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; to operate a motor vehicle and to visit various RCTC job sites; 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. However, there will be routine project job sites and fieldwork where environmental elements are not always controlled such as temperature and noise. 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**

CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$750/month towards Medical Plans Dental & Vision fully paid by RCTC 401(a) Money Purchase Plan 457 Deferred Compensation \$100,000 Group Life Insurance	Short and Long-Term Disability 9/80 Work Schedule Vacation Sick Leave 12 Holidays/Year Transportation Assistance Programs Tuition Reimbursement Program
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**An RCTC employment application and resume must be submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

4/2019