



NEW EMPLOYMENT OPPORTUNITY

Accounting Technician (Payroll)

(Full-Time w/ Full benefits)

Salary Range: \$5,518 - \$7,449 per month

Application Deadline: September 30, 2022 at 4pm

Please submit supplemental questionnaire with application

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 supervision, performs a variety of technical accounting duties in the analysis, preparation, maintenance, and processing of payroll, general ledger accounting, accounts payable, and other financial 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 the full range of technical work in all of the following areas: payroll, general ledger accounting, accounts payable, and other 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 processes and procedures related to the assigned functional area. This class is distinguished from the Accounting Supervisor class in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in accounting operations.

Qualifications

Required: Equivalent to the completion of the twelfth (12th) grade and five (5) years of comprehensive payroll and general accounting experience, including complex automated processing systems, preferably in municipal accounting.

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.

- Reviews, reconciles, and processes bi-weekly payroll and reports (timesheets, registers, withholding information, benefit accruals, financial systems, etc.).
- Audits and maintains employee payroll records in the Enterprise Resource Planning (ERP) System and ADP payroll reporting system.
- Reviews, reconciles, and maintains payroll records, and ensures the timely payment of applicable employee benefits (retirement, health, deferred compensation, flexible spending account, etc.).
- Reconciles, prepares, and generates Public Employees Retirement System (PERS) retirement and health reports and initiates timely payment to PERS through the my|CalPERS self-service website.
- Prepares, reviews, and reconciles various bi-weekly, monthly, quarterly, and annual internal, federal, and state payroll reports within mandated time frames (W-2s, DE 9/9C, etc.).
- Processes and maintains confidential agency and employee information.
- Generates the weekly preparation of accounts payable checks in ERP System and prepares and transmits cash transfer documentation to appropriate banking institutions; performs account reconciliations.
- Monitors and records monthly state and local revenue funding; processes public and specialized transit allocations; reconciles and maintains disbursement spreadsheets to source documents; prepares and posts revenue and expenditure journal entries in ERP System; maintains regular communications with responsible department managers.
- Performs technical accounting support in the analysis, preparation, maintenance, and processing of payroll, general ledger accounting, accounts payable, and other 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 journal entries for revenues, expenditures, assets, liabilities, and fund balance accounts.
- Compiles, analyzes, and reconciles a variety of financial transactions, statements, and reports.
- 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.
- Performs other duties as assigned.

Knowledge of:

- Principles and practices of payroll preparation and management; policies and procedures related to payroll, time reporting, and benefit plans; federal, state, and local laws and regulations related to payroll processing, withholding, and reporting; General Accepted Accounting Principles as they relate to employee payroll processing.
- Principles and practices of financial and accounting document processing and record keeping, including general ledger accounting, accounts payable, and other related financial transactions.
- Principles and practices of auditing, accounting, and finance documents.
- Basic principles and practices of fund accounting and public agency budgeting.
- 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 word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and RCTC staff, in person and over the telephone.

Ability to:

- Perform technical accounting support work accurately, in a timely manner, 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 operations and respond to accounting issues for the public and RCTC staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures related to payroll, general ledger accounting, accounts payable, and other related areas.
- Establish, maintain, and research payroll and 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 & 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**

CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$1500/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, questionnaire and resume must be submitted for consideration by the application deadline.

For more information, please visit www.rctc.org

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