



NEW EMPLOYMENT OPPORTUNITY

Accounting Supervisor

(Full-Time w/ Full benefits)

Salary Range: \$9,780 - \$13,203 per month

Application Deadline: November 15, 2024 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 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, accounts and grants receivable, accounts payable, cash receipts and disbursements, fee revenues, project accounting, and capital assets; including administering the Multiple Species Habitat Conservation Plan (MSHCP) Local Development Mitigation Fee (LDMF) program; implements 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 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 Financial Administration Manager in a variety of areas. Responsibilities include oversight of the accounts and grants receivable, accounts payable, project accounting, capital assets, and general ledger (including budgetary, revenue and cost records) processing functions, in addition to reconciliation and financial report preparation activities. This class is distinguished from the Financial Administration Manager in that the latter has full management authority in planning, organizing, and overseeing the accounting, budget, finance, and finance reporting operations.

Qualifications

Required: Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public or business administration, or a related field and five (5) years of increasingly responsible accounting experience, preferably in public sector accounting. 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.
- Certified Public Accountant license desired

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, 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; 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.
- 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; provides assistance to the Financial Administration Manager, 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; performs complex reconciliations and analyses; posts information for assigned accounting activities to the general ledger.
- Administers the MSHCP LDMF program including providing training and assistance to staff, public agencies, and the public on the fee program, and monitoring fee reporting.
- Monitors, summarizes, and analyzes complex financial data and prepares monthly, quarterly, and annual reports.
- 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 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, financial

analysis, 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.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- 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:

- 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.
- Analyze, interpret, summarize, and present financial, administrative, and technical information and data effectively.
- Prepare clean and concise reports, correspondence, procedures, and other written materials.
- 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; 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	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application, questionnaire, and resume must be
submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

10/2024