

Ventura County Transportation Commission
Job Description

Senior Accountant/Analyst

Definition

Under general supervision, this position performs general to complex professional accounting work in a variety of accounting functions including payroll, accounts payable, cash receipts, accounts receivable, bank reconciliations, budgeting and auditing. This position prepares and processes financial transactions, assists or coordinates budgets, financial data analysis, and assists with audits. This position necessitates a high level of accuracy and thoroughness, the ability to review work, ability to multi-task, a high level of organizational and logic skills, strong Excel and time-management skills.

Distinguishing Characteristics

The incumbent performs the full range of routine to complex accounting and record-keeping functions under general supervision. This single-position classification reports to a department head. It is distinguished from the next higher level position of department head, in that the later has full management responsibility and directing the full scope of professional account and finance operations within the department.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Review bi-monthly payroll and report submittal and prepare quarterly and year-end tax reports and W2s.
- Review and assist with the accounts payable and cash disbursement processes including yearend 1099 reporting.
- Review and assist with cash reconciliation and the accounts receivable process including internal controls.
- Review and reconcile a variety of ledgers and accounts by examining accounting transactions to ensure accuracy. Prepare adjusting journal entries to correct financial records as necessary.
- Monitor and balance various accounts; verify availability of funds; classify expenditures and revenues; research and analyze transactions to resolve problems.
- Perform advanced staff assistance and coordination in support of fiscal management, record keeping, reporting, and financial analysis.
- Prepare and/or review, maintain, and submit a variety of forms and reports to local, state, and federal agencies.
- Monitor and review accounting processes and procedures for conformance with generally acceptable accounting principles.
- Review and support staff in maintaining adequate internal controls and accuracy and integrity of transactions entered into the accounting system to ensure proper reporting and classification.

- Provide responsible, technical and administrative support for accounting-related issues including research, analysis, and report preparation.
- Assist with monitoring of budgets and expenditure controls.
- Assist with the preparation of records and audit schedules for yearend reporting and audits.
- Performs related duties and responsibilities as assigned.

Experience and Training

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

Experience: Three years of progressively more responsible accounting experience. Strong Excel skills a must, public accounting experience is preferred and public sector experience is desirable.

AND

Training: A bachelor's degree from an accredited college with major coursework in accounting or related field.

Job-Related Qualifications

Knowledge of:

- Principles, practices and procedures of accounting and auditing.
- Principles and practices of budget development, preparation, and expenditure control.
- Pertinent federal, state, and local laws, codes, and regulations.
- Research and reporting methods, techniques, and procedures.

Ability to:

- Apply generally accepted accounting principles and procedures to a variety of finance and accounting transactions and problems.
- Maintain a clear, accurate full-charge accounting system, including the use of computerized systems and spreadsheets.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, meet critical deadlines.
- Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations.
- Research, analyze, evaluate, develop a course of action, and follow through on accounting issues and policies and procedures as needed.
- Prepare and communicate clear, complete and concise financial statements and reports.
- Make accurate arithmetic, financial and statistical computations.
- Work well under pressure and tight deadlines.
- Work in a safe manner modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

- Operate Modern office equipment including computer equipment and specialized software application programs and Excel.
- Use English effectively to communicate in person, over the telephone and in writing.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting and to periodically work in a field setting.

Approved:

Revision Dates: October 2015

Former Titles:

Status: Non-Exempt/Administrative

ADA Review:

DOT: No

Physical: No