

Ventura County Transportation Commission
Job Description

Program Manager, Accounting

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, capital assets, insurance, 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 latter has full management responsibility and directs 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, review and submit payroll reports, and prepare quarterly and year-end tax reports and W2s. Serve as backup for payroll preparation and direct deposit submittal, as needed.
- Review and assist with the accounts payable and cash disbursement processes including yearend 1099 reporting. Prepare and submit positive pay.
- Review and assist with cash reconciliation and the accounts receivable process including internal controls.
- Oversee insurance program including preparation of documents, gathering of information, renewing insurance, and assisting with certificates of insurance, etc. Prepare and present associated agenda items.
- Monitoring issued contracts for insurance requirements and balances.
- Oversee the capital asset program to include reviewing invoices, maintaining the capital asset schedule, and preparing year end depreciation, deletion, additions, etc. Prepare associated journal entries.
- Assist with monthly invoicing including hours and GL detail schedules and internal audit of prepared invoices and supporting documents.
- Prepare staff billable rates and review of reports for hours and rates.
- 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.
- Prepare FTA quarterly summary reports for local agencies, prepare and review quarterly FTA FFR reports, perform internal audit of ECHO draws, review pass-through invoices for correct grant coding and available balances.
- 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 in 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. Review draft and final budgets.
- Assist with the preparation of records and audit schedules for yearend reporting and audits. Review annual financial report.
- Assist with TDA and specialized audits. Work with contract auditor and local agency staff. Review audits for completeness. Submit audits to State for completion. Prepare, monitor, and review audit follow up.
- Prepare and present LTF apportionments and associated agenda items. Monitor receipts and prepare schedules as needed. Work with local agencies including review of claims and preparation of allocation letters.
- 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: Five years of progressively more responsible accounting experience. Strong Excel skills a must, and public accounting experience is preferred,

AND

Training: A bachelor's degree from an accredited college with major coursework in accounting, preferred, 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 and accurate 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, and follow-up on assignments with a minimum of direction.
- 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.
- Plan, organize, and supervise the work of staff and consultants.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Maintain confidentiality regarding sensitive information.
- Operate modern office equipment including computer equipment and specialized software application programs and Excel.

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, as needed.

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

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