

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 such as 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. A person working in this capacity would need to possess a high level of accuracy and thoroughness in completion of work, the ability to review work, ability to multi-task, a high level of organizational and logic skills, as well as strong Excel and time-management skills.

**Distinguishing Characteristics**

This classification reports to the Finance Director. It is distinguished from the next higher-level position of Program Manager, Accounting, in that the later has full management responsibility and can include directing and supervising the full scope of professional accounting and finance related operations and staff for the organization.

**Typical and Important Duties**

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

- Reviews payroll and report submittals and prepares tax reports.
- Reviews and assists with the account's payables, account's receivables, and cash disbursement processes to include compiling, auditing, and monitoring yearend 1099 reporting and internal controls.
- Reviews and reconciles a variety of ledgers and accounts by examining accounting transactions to ensure accuracy.
- Prepares and recommends adjusting journal entries to correct financial records as necessary.
- Monitors, reviews, and balances various accounts, availability of funds, expenditures and revenues, and researches and analyzes transactions to validate account data and ensure conformance to generally acceptable accounting principles as well as to resolve discrepancies that may occur.
- Prepares and/or reviews, maintains, and submits a variety of financial related forms and reports to local, state, and federal agencies.
- Provides fiscally responsible, technical and administrative support to the Finance Director for accounting-related issues including research, analysis, and report preparation.
- Assists with monitoring of program budgets, contract budgets and expenditure controls.
- Assists with business insurance verification and renewal.
- Performs other 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 necessary, 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, auditing, monitoring, preparation, and expenditure control.
- Pertinent federal, state, and local laws, codes, and regulations.
- Financial research and reporting best practices, 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 in order to set priorities and meet critical deadlines.
- Ensure accounting and financial reporting compliance with appropriate federal, state, and local rules, laws, and regulations.
- Research, analyze, evaluate, recommend, and follow through on accounting related matters to include adding, revising, or removing financial related policies and procedures as needed.
- Prepare and communicate clear, complete, accurate, and concise financial statements and reports.
- Make accurate arithmetic, financial and statistical computations.
- Maintain focus and remain calm when working under pressure and/or short deadlines.
- Maintain confidentiality regarding sensitive information.
- Operate standard office equipment such as a computer, related computer equipment, and specialized software application programs such as 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.

### **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; 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:      March 2023

Former Titles:

Status:                Non-Exempt/Administrative

ADA Review:

DOT:                    No

Physical:              No