

Ventura County Transportation Commission
Job Description

Senior Accountant/Analyst

Definition

Under general supervision, provides a variety of professional-level and technical accounting tasks, including support work related to the processing, preparation, and reconciliation of payroll, accounts payable, accounts receivable, journal entries, and financial accounting records and reports; provides highly responsible and staff assistance to the finance function; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to the Finance Director and is characterized by its independent responsibility for performing a wide variety of analytical and technical accounting tasks. Responsibilities include independently performing work in the following areas: accounts receivable, accounts payable, and payroll, in addition to performing a variety of recordkeeping, reconciliation, and report preparation and audit activities. This class is distinguished from other analyst classes by the accounting technical processes, procedures, and terminology.

Typical and Important Duties

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

- Verifies reconciled amounts of bus pass sales approved by the Transit staff; prepares bus pass sales invoices; mails information to clients as needed; distributes sales invoice copies; enters data into a spreadsheet for monthly and annual reporting and performs follow up on delinquent payments.
- Verifies reconciled amounts of bus pass disbursements approved by the Transit staff; enters Bus Pass disbursements into Accounts Payable; enters data into a spreadsheet for monthly and annual reporting.
- Updates non-sufficient funds database; distributes information to Transit staff; notifies patrons of non-sufficient fund fees; submits information to District Attorney's office, as appropriate.
- Contacts clients that have past due accounts receivable for payments.
- Input interest accruals into accounting software and reconciliation report.
- Enters Federal Transportation Administration (FTA) financial information (drawdowns) into multiple spreadsheets; makes copies and/or scans of backup and files requests.
- Makes backup copies and assembles backup for monthly invoice billing.
- Processes payroll twice monthly for staff and once a month for Commissioners; receives approved timesheets; verifies information for appropriateness and approvals; makes a variety of calculations, such as taxable income, benefit amounts, leave accruals, etc.; enters data into software application; generates payroll register; provides information for payment selection; prepares paystubs and reports, copies and files registers and checks; distributes pay stubs.

- Verifies timesheet information against hours report for accuracy and version control. Prepares staff hours billing for monthly billing. Prepares annual reconciliation of hours report.
- Processes accounts payable; reviews invoices for accuracy, complete expense and funding coding and appropriate authorization; verifies purchase orders to invoices if PO used; ensures expenses are coded to an approved budgeted line item; notifies departments and Finance Director if issues; GL codes and inputs invoices into accounting software; provides W9's to vendors as directed; and prepares backup documentation required for payment. Prepares/prints AP checks for final approval and signature.
- Prepare State Comp worker's comp reconciliation report.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial accounting, and historical reports; annually prepares older files to be moved for storage at offsite location.
- Prepares journal entries as directed.
- Assists with annual Budget and annual Financial Report preparations by proofreading documents and verifying information as directed by Finance Director. Prepares schedules as directed.
- Assists with annual CPI adjustment for and data entry of rail leases.
- Pulls backup and files during audits, scans/copies information as needed and inventories returned backup.
- Files accounting records; sets up new files and moves old files to boxes annually.
- Researches information as directed.
- 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: One to two years of progressively more responsible experience in performing accounting, payroll, or financial document processing and recordkeeping.

AND

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

OR

An Associate's degree from an accredited college with major coursework in accounting, preferred or related field with an additional two years' experience performing accounting and payroll tasks.

Job-Related Qualifications

Knowledge of:

- Terminology, practices, and procedures of financial and accounting document processing and recordkeeping.

- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including accounts receivable, accounts payable, payroll, word processing, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and staff, in person and over the telephone.

Ability to:

- Perform detailed accounting, payroll, and financial administrative support work accurately and in a timely manner.
- Interpret and apply policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Develop and maintain spreadsheets.
- Establish and maintain files.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative, discretion and sound independent judgment within established procedural guidelines.
- Organize own work, set priorities, meet critical time deadlines, and follow-up on assignments with minimum direction.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work in a safe manner, following Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Review detailed information for accuracy.
- Manage multiple diverse tasks and prioritize work.

Skill in:

- Entering and retrieving data into a personal computer with speed and accuracy sufficient to perform the assigned work.
- Using a variety of computer software, including spreadsheet, word processing, internet applications, and specialized software.

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 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 for extended periods; 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, and over the telephone; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations on occasion; drive safely to different sites and locations on occasion; participate in specific projects or programs.

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

Approved:	February 2010
Revision Dates:	December 2009, August 2020, March 2021
Former Titles:	Account Clerk, Accounting Technician
Status:	Non-Exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No