

## JOB DESCRIPTION

**Job Title:** Accountant I

**FLSA Status:** Exempt

**Salary Grade:** 6

### PURPOSE OF POSITION

The Accountant I will perform a wide variety of professional level accounting duties and responsibilities involved in the recording and reporting of financial transactions, general ledger accounting, preparation of financial report statements and special financial analyses.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Accountant series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from departmental supervisory roles
- No formal supervisory responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Handle monthly, quarterly, and annual revenue billings to customers.
- Monitor accounts receivable, handle dunning, and provide statements of accounts to customers.
- Prepare journal entries and other accurate records and reconcile transactions for posting to the general ledger.
- Support month-end and year-end closeout.
- Review accounting and financial documents to ensure accuracy of information, calculations, and correction of entries.
- Assist in the design of reporting and processes to enhance the analysis and correction of budget problems.
- Collects and analyzes data, records results, and makes recommendations for cost savings or process improvement.
- Assist in the development of various reports for internal and external review.
- Work with other finance team staff to coordinate various ongoing and annual special projects such as the Annual Financial Report (AFR), Indirect Cost Allocation Plan, Annual Budget, and internal and external audits.
- Facilitate customers' issues by working with staff within the department and between departments as needed to resolve.
- Ensure established policies and procedures related to organizational financial controls and audit reports are adhered to.



- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- A minimum of four (4) years of work experience in accounting, finance, business intelligence, and/or budget.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

### **Preferred Qualifications**

- Master's Degree in Accounting, Finance, or related field preferred.
- Certified Public Accountant (CPA) preferred.

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- Accounting principles and procedures
- Budget administration and forecasting practices

#### Skilled in:

- Use of Microsoft Office products and other applicable accounting software

#### Ability to:

- Prioritize and simultaneously work on multiple tasks
- Identify, monitor, and track complex trends and patterns
- Effectively communicate both verbally and in writing

## **PHYSICAL REQUIREMENTS**

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

## **Working Conditions**



Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last updated: June 2025

