

JOB DESCRIPTION

Job Title: Accountant II

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Accountant II 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 mid-level of the Accountant series. At this level, the incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters.

SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from departmental supervisory roles
- No formal supervisory responsibilities, but may provide occasional direction to lower-level workers

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 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.
- 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.
- Collect and analyze data, record results, and make 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.
- Support month-end and year-end closeout.
- 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 six (6) 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
- Certified Public Accountant

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 25 lbs
- 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

