

JOB DESCRIPTION

Job Title: Assistant Director, General Accounting

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Assistant Director, General Accounting will provide staff leadership, plan, direct, manage and oversee the activities and operations of the General Accounting team within the Finance Department. This team is responsible for accounts payable, payroll, audit support, monthly balance sheet reconciliation and validation, fixed assets, and other financial reporting.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive executive-level management
- Responsible for supervising and monitoring the performance of a regular group of employees or a department

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.

- Direct, manage, monitor, and evaluate work and activities of assigned staff.
- Participate in the development of policies and procedures to ensure compliance with established policies and procedures.
- Assure the financial integrity of the organization by developing and implementing a system of internal controls to safeguard assets, and continually review financial systems to assure achievement of the Agency's goals and objectives.
- Fine-tune financial operations, such as end-of-the-month/year closings, develop accurate and timely financial estimates and projections, and lead the preparation of the indirect cost allocation plan, cost reports, financial statements, Annual Comprehensive Financial Report, State Controller reporting, National Transit Database reporting, and externally prepared financial audits.
- Oversight of the Authority's fuel hedging activities, including reporting to the Board on the results of the program.
- Develop a customer service oriented operating philosophy within the finance department reflecting a commitment to meeting the needs for accurate, timely and usable financial reports by others within the organization.
- Assure the development of analytics, capabilities and decision support systems to provide "user friendly" management reporting tools that enable timely review of financial performance and useful to management at all levels.
- Assure that an ongoing process of communications is maintained with partners to fully leverage organizational resources.



- Develop and implement fiscal plans and goals. Plan, organize and directs maintenance of official Agency financial records. Ensure the timeliness and accuracy of payroll preparation, revenue collection, accounts receivable, accounts payable and general ledger records.
- Research or direct research and prepare a variety of reports regarding financial records and activities as required by ordinance and law or on request of Agency officials and appropriate staff.
- Provide staff support and information to the Agency's internal and external auditors.
- Participate in various cross-functional committees and task forces within the Agency to address general accounting activities.
- Assist in the preparation of annual operating budget. Develop special revenue fund budgets. Direct and recommend revenue and expenditure projections, monitors expenditures, revenues, investments and debt accumulation and payments.
- Provide fiscal information to the Agency Board, State and Federal authorities, news media representatives, independent auditors, and the public. Prepare and present oral and written presentations.
- Develop, evaluate, modify, and ensure compliance with fiscal policies and procedures in all fiscal-related areas of the Agency.
- Maintain knowledge of current public finance administration methods, budgeting and auditing methods, office practices, procedures, methods and equipment, pending and existing legislation affecting government finance, ordinances and laws, fiscal forecasting techniques, investment strategy, and organization, administration, and personnel management.
- Ability to communicate financial terms, policies, and limitations in a way that is solution-oriented and understandable to non-financial professionals.
- 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, Finance, Accounting, or a related field; Masters preferred;
- Current license as a Certified Public Accounting (CPA) in California
- A minimum of (8) years of progressive work experience in accounting, auditing, finance, budget or a related field managing accounts payable, accounting and payroll teams, fixed asset inventories, capitalization, recording of revenue and expenses, and monthly and year-end closing cycles
- A minimum of (5) years of experience in supervising and monitoring the work of subordinate staff or project managers, including monitoring and evaluating staff.
- Experience with Generally Accepted Accounting Principles (GAAP), General Accounting Standards (GAS), Government Accounting Standards Board (GASB), and familiarity with the preparation of a Comprehensive Annual Financial Report (CAFR)
- Working knowledge of Governmental and Enterprise Fund Accounting;

Preferred Qualifications

- Experience working in a public sector agency
- Experience with Oracle financial software
- Knowledge of Six Sigma problem-solving methodology



Knowledge, Skills, and Abilities

Knowledge of:

- Knowledge of Generally Accepted Accounting Principles (GAAP), General Accounting Standards (GAS), Government Accounting Standards Board (GASB), and familiarity with the preparation of a Comprehensive Annual Financial Report (CAFR)
- Applicable federal, state, and local regulations

Skilled In:

- Proficient in Microsoft Office with highly developed and accomplished Excel skills, including advanced skills using Pivot Tables and VLookUp
- Exhibiting excellent critical thinking skills in fast fast-paced and changing environment
- Developing and executing complex queries to extract data from the financial information system for information and analysis
- Oracle financial software
- Strong and effective leadership, communication, time management and organization
- Developing Microsoft PowerPoint presentations

Ability to:

- Support and explain indirect cost allocation plans, accruals and the use of encumbrances in maintaining accurate balance sheets and operating expense schedules.
- Lead when appropriate and work in a team environment
- Perform complex analysis and prepare associated reports
- Foster creativity in others to conceive new ideas and methods, and to encourage suggestions for alternative work methods from members of the team

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

