

JOB DESCRIPTION

Job Title: Business Administrator

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Business Administrator will be responsible for providing professional and technical support for the general ledger and will provide oversight for a variety of complex accounting work. The Business Administrator positions are subject to change based on the business needs of SCRRA.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from departmental management/supervisory level roles.
- This position has 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.

- Perform complex financial analyses and research to support SCRRA's financial records.
- Assist in the administration of the on-call audit bench and provide guidance and oversight in the audit function.
- Support the development of accounting operations processes and staff using expertise in accounting and finance.
- Review established accounting practices and procedures, recommend changes, and implement changes where applicable.
- Provide assistance to the Manager, General Accounting with the scheduling and direction of the activities of the Accounting team including the assignment of duties to employees within the team.
- Serve as a resource to individual members of the Accounting team and assist in their training and coaching.
- Prepare all financial reporting data, ensuring all deadlines are met, including but not limited to a trial balance, income statement, statement of cash flows and statistical data on a monthly and year-end basis.
- Assist in preparation of Comprehensive Annual Financial Report (CAFR) and State Controller's report.
- Prepare financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board requirements.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Resolve accounting discrepancies and irregularities.
- Support managers in maintaining adequate internal controls and the integrity of transactions entered into the SCRRA's accounting system to ensure proper reporting and classification.
- Facilitate and lead Accountants and other Finance staff with the month-end and year-end close process.
- Analyze project and budget data.



- 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 Accounting or in a related field.
- A minimum of five years' work experience in general ledger.
- 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 required experience.

Preferred Qualifications

- Graduate degree in Accounting
- Certified Public Accountant (CPA)

Knowledge, Skills, and Abilities

Knowledge of:

- GAAP
- Train operations
- Mathematical analytics and trend analysis
- SCRRRA policies and procedures

Skilled In:

- Oracle R12
- High level Excel, including VLookUp and Pivot Tables, using database inquiry and report writing applications and software.
- Strong verbal and written communications
- Creative problem-solving

Ability to:

- Work collaboratively and cooperatively with all levels of employees, management and external agencies

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

