

JOB DESCRIPTION

Job Title: Controller

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The purpose of this position is to provide leadership and oversight for the day-to-day management and the associated staff for the Finance Department. This position is a direct report to the Chief Financial Officer, with fiduciary responsibilities to the SCRRRA Board of Directors.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from executive level management
- Responsible for managing and monitoring work performance of a division or 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.

- Recommend and assist in the implementation of goals and objectives. Ensure compliance with FTA, FRA and other governmental regulations and be accountable for external and internal financial accounting, reporting and planning.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general and entity accounting, cost accounting, Human Resources, and Operations etc.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets, and actual expenditures.
- Manage organizational cash flow forecasting by working in partnership with the program vice presidents; continuously collaborate with program leaders to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments. Ensure transactions are classified and processed in a manner that facilitates preparation of the financial statements in conformity with generally accepted accounting principles (GAAP) and SCRRRA's management plan.
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies.
- Review financial reports and issue timely and complete financial statements.
- Prepare Board reports and attend Board, Finance, Administrative, and Operational meetings.
- Interact with auditors, outside counsel, government agencies, member agencies, consultants, and financial and industry executives.
- Collaborate with other SCRRRA departments and oversee the development of the annual financial plan.



- Maintain and update the SCRRA Chart of Accounts and establish a system of internal controls over all financial transactions that ensures transparency and account.
- Coordinate and facilitate audits, along with monthly, quarterly, and annual closes. Reviewing with the SCRRA audit team and with all other contract and external auditors.
- Assist the Chief Financial Officer in the continuous process improvement of administrative support processes across the agency.
- 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.
- A minimum of ten (10) years of progressive work experience performing the duties described above.
- A minimum of four (4) years of work experience in a senior level management position in a government or public agency.
- 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.
- Must be in possession of a current Certified Public Accounting designation (CPA) licensed in California.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards (GAS) and experience with preparing a Comprehensive Annual Financial Report (CAF)
- Financial policies and procedures within a public agency setting.

Skilled in:

- Use of Microsoft Office and Oracle FIS
- Effective and persuasive presentation skills on controversial or complex topics to top management, public groups, and the Board of Directors
- Oral, verbal and written communication
- Team building and collaboration

Ability to:

- Provide direction and discretion in all presentations/correspondence, and communication for staff and the Board of Directors
- Develop new policies and procedures
- Read, analyze, and interpret technical procedures and governmental regulations



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

