

JOB DESCRIPTION

Job Title: Finance Analyst I

FLSA Status: Exempt

Salary Grade: 5

PURPOSE OF POSITION

The Finance Analyst, will perform a variety of professional-level accounting work across all accounting disciplines such as accounts receivable, general accounting, grants administration and fiscal management and financial planning and analysis activities.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Finance Analyst 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 supervision from Departmental Management/Supervisory level management
- 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.

- 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.
- Monitor daily cash balance, accounts receivable, and payable aging. Resolve accounting discrepancies and irregularities.
- Perform complex financial analysis and research to support the Agency's financial records.
- Facilitate and lead other department staff with the month-end and year-end close process.
- Prepare a variety of reports, records, correspondences and other documents. Prepare financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board requirements.
- Assist with the fixed asset system implementation and testing, including the reconciliation of the fixed asset system.
- Analyze and categorizes capital projects as they are transferred to the fixed asset system.
- Monitor funding pattern for grants and adjust periodically as needed. Reconcile grants reimbursement.
- Analyze and evaluate budget transfers.
- Collaborate with staff and various SCRRA departments to accomplish organization objectives.
- Prepare in draft and submits to the appropriate Managers for review information to support the Comprehensive Annual Financial Report (CAFR), National Transit Database and State Controller's report.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Prepare monthly reconciliation on general ledger accounts.
- Support managers in maintaining adequate internal controls and the integrity of transactions entered into the Agency's accounting system to ensure proper reporting and classification.



- 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 three (3) years' experience in accounting, finance, 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- Fundamental concepts of accounting
- SCRRA business model and revenue types
- Corporate cash management

Skilled in:

- Use of Microsoft Office and Oracle FIS
- Oral, verbal, and written communication

Ability to:

- Review, research, and reconcile
- Interpret contract terms
- Manage projects

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.

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