

JOB DESCRIPTION

Job Title: Finance Specialist I

FLSA Status: Non-Exempt

Salary Grade: 2

PURPOSE OF POSITION

The Finance Specialist, will perform a wide variety of accounting work in accounts payable and general accounting.

DISTINGUISHING CHARACTERISTICS

This is the entry level of the Financial Specialist 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 supervision from departmental management/supervisory level roles
- 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.

- Ensure accurate data entry of invoices, check requests, and expense reports into the accounts payable module
- Ensure compliance with applicable Authority and department policies
- Proactively monitor invoice status and resolve issues to ensure timely payment to vendors
- Ensure the efficient utilization of the payables system, taking advantage of system capabilities
- Enter and audit invoices or bills for compliance against purchase orders and requisitions
- Track and monitor deposits, ensuring that all projects have sufficient capital on hand for funding
- Prepare routine correspondence, including collection correspondence to vendors, businesses, or the public. Determining penalties and delinquencies
- Respond to requests for project closeout and perform final reconciliation documentation with applicable invoice or refund processes
- Prepare closeout form for projects and update Oracle accordingly
- Review additions and extensions on all bills and invoices, verify authorization for payment, and assign priority
- Verify data entry into financial system from source documents by means of sight verification and system on-line edit procedures
- Verify state sales and use taxes, freight and shipping charges, payment terms, and discounting on all bills submitted for payment
- Provide user support to inquiries providing explanation of established procedures and work unit policies
- Develop and maintain strong working relationships to facilitate the achievement of department goals
- Manage accounts payable email box



- 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

- Associates degree in Accounting, Economics, Business or a related degree
- A minimum of two (2) years of work experience performing accounting work in accounts payable, accounts receivable, and general accounting.
- A combination of training, education, 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:

- Accounting principles, practices and financial recordkeeping
- SCRRA's purchase order system
- Sales tax, use tax and freight rules
- 1099 filing rules

Skilled In:

- Use of Microsoft Office
- Use of Oracle

Ability to:

- Explain and help affected parties solve payment issues
- Manage time effectively
- Create Accounts Payable journals
- Provide customer service
- PHYSICAL REQUIREMENTS
- Transition between standing, walking and sitting at varying lengths of time
- Climb or balance and stoop, kneel, crouch or crawl
- Use hands to finger, handle, feel and grasp tools to perform the duties of the position
- Ability to lift, hold and move objects up to 25lbs.
- Hear and perceive the nature of sounds
- Listen and express or exchange ideas by means of spoken words
- Visual acuity



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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