

## JOB DESCRIPTION

**Job Title:** Manager II (Various)  
**Working Title:** Manager II, Finance  
**FLSA Status:** Exempt  
**Salary Grade:** 10

### PURPOSE OF POSITION

The Manager II, Finance, will oversee the functions and personnel associated with the Accounts Payable function. This position will manage the day-to-day operations of the Accounts Payable Team, validate invoices that have completed the approval process, maintain and update Accounts Payable Aging on a weekly basis, and manage accounts payable team members. This position will develop and refine internal policies and procedures for accounts payable, monitor and ensure compliance with policies and procedures, assist with both internal and external audits, monitor established key performance measures, monitor and evaluate staff, and collaborate with SCRRA team members to accomplish departmental and organizational goals.

### DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

### SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

### 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.*

- Responsible for managing Accounts Payable services and activities.
- Plan, monitor, and evaluate the efficiency of processes and procedures for Accounts Payable.
- Identify key personnel, develop growth opportunities, and develop strong business relationships with internal teams, SCRRA leadership, and various stakeholders.
- Define project scope, goals, and deliverables that support business goals in collaboration with senior management stakeholders.
- Establish and maintain relevant controls and feedback systems to monitor the operation of the department.
- Conduct research, formulate recommendations, and prepare reports for presentation to the Board of Directors, management, committees, and outside agencies
- Participate in hiring, training, and disciplinary actions. Evaluate and forecast staff requirements and schedules. Delegate and review work assignments and conduct performance evaluations.
- Collaborate with SCRRA departments
- Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.



- Prepare analytical and statistical reports on assigned project operations and activities
- Communicate regularly with other managers, executive leadership, and other designated contacts within the SCRRA.
- 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, or a related field.
- A minimum of six (6) years of work experience in transportation statistical analysis.
- 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**

- Master's degree

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- Budgeting and accounting principles
- SCRRA policies and procedures
- Principles and practices of employee supervision and performance management

#### Skilled In:

- Use of Microsoft Office Suite
- Strong and effective, leadership, communication, team building and time management

#### Ability to:

- Keep multiple contracts on schedule, within budget and in compliance with contract specifications
- Establish and maintain effective working relationships

## **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: October 2025

