

JOB DESCRIPTION

Job Title: Senior Accountant

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

The Senior Accountant will perform a wide variety of professional level accounting duties and responsibilities involved in the recording and reporting of financial transactions, general ledger accounting, preparation of financial report statements and special financial analyses.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Accountant series. At this level, work may be performed under limited supervision or under limited direction. Incumbent possesses considerable latitude to accomplish tasks, which may include lead worker or supervisor duties.

SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from departmental supervisory roles
- This position does not have formal supervisory responsibilities, but may serve as a lead worker to lower level workers

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 journal entries and other accurate records and reconciles transactions for posting to general ledger.
- Review accounting and financial documents to ensure accuracy of information, calculations and correction of entries.
- Assist in the design of reporting and processes to enhance the analysis and correction of budget problems.
- Collects and analyzes data, record results and make recommendations for cost savings or process improvement.
- Assist in the development of various reports for internal and external review.
- Work with other finance team staff to coordinate various ongoing and annual special projects such as the Comprehensive Annual Financial Report (CAFR), Indirect Cost Allocation Plan, Annual Budget, and internal and external audits.
- Support month-end and year-end closeout.
- Facilitate customers' issues by working with staff within department and between departments as needed to resolve.
- Ensure established policies and procedures related to organizational financial controls and audit reports are adhered to.



- 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 seven (7) years of work experience involving the 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 the required experience.

Preferred Qualifications

- Master's Degree in Accounting, Finance, or related field preferred.
- Certified Public Accountant (CPA)

Knowledge, Skills, and Abilities

Knowledge of:

- Accounting principles and procedures
- Budget administration and forecasting practices

Skilled in:

- Use of Microsoft Office products and other applicable accounting software

Ability to:

- Prioritize and simultaneously work on multiple tasks
- Identify, monitor, and track complex trends and patterns
- Effectively communicate both verbally and in writing

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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