

JOB DESCRIPTION

FISCAL/ADMINISTRATIVE OFFICER

Definition

Under general direction, to plan, organize, and direct the administrative services of the Placer County Transportation Planning Agency.

Examples of Duties

Consults with the Executive Director in the formation of major administrative policies; directs activities, such as: fiscal, supply, personnel, office services, and the general business activities of the agency; assists the Executive Director in development of the budget; directs office service functions, such as: communication service, supply, central files; develops programs for the effective utilization of office space, forms and supplies, and equipment; prepares rules and manuals of procedures on administrative matters; confers with Executive Director on administrative service problems; plans and organizes recruitment programs; conducts employee orientation, prepares new employee orientation; maintains personnel records; administers employee benefit programs; interprets and explains personnel policies and procedures to agency staff as necessary; negotiates contracts with outside agencies for personnel services and administers contracts. Development of annual Disadvantaged Business Enterprise program.

Performs accounting functions to include payroll, accounts receivable and payable, management of funds in money market accounts and CDs, reconciliation of money market, checking & CD accounts, quarterly payroll deposits, preparation of state and federal tax forms, general ledger posting, preparation of financial reports, liaison with CPA for monthly and annual reports/audits, liaison with auditors on annual TDA audits and other audits, as deemed necessary; maintenance and tracking of all consulting contracts; administration of federal and state funding agreements and associated invoicing; quarterly job costing to individual work elements and submittal of required state quarterly progress reports and invoices; purchasing duties to include ordering of office furniture, computer equipment, and general office supplies; administration of LTF and STA claim process.

Performs accounting functions for South Placer Regional Transportation Authority to include accounts receivable and payable, management of funds in money market accounts and CDs, reconciliation of money market, checking & CD accounts, general ledger posting, preparation of financial reports, liaison with CPA for monthly and annual reports/audits, liaison with auditors on annual audits as required by the Authority; maintenance and tracking of all consulting contracts; accounting for Regional Transportation and Air Quality Mitigation Fees, including working with jurisdictions to assure appropriate fees are collected, accounting for fee contributions and disbursements, ensuring proper investment of said funds, and preparing monthly/quarterly reports.

Performs accounting functions for the Nevada Station Building to include accounts receivable and payable, management of funds in money market and checking accounts, reconciliation of money market and checking accounts, general ledger posting, preparation of financial reports, liaison with CPA for monthly and annual reports/audits, liaison with auditors on annual audits, and preparation of operating budget.

Performs property management duties for the Nevada Station Building to include management of leasing agent; tenant negotiations on leases and tenant improvements; management of contractors with regard to tenant improvements as well as overall office improvements, repairs, and maintenance; management of all facets of tenant issues including rent increases, maintenance and repairs; analysis of triple net costs and annual reconciliation.

Performs accounting functions for the Western Placer Consolidated Transportation Services Agency to include accounts receivable and payable, management of funds in money market and checking accounts, reconciliation of money market and checking accounts, general ledger posting, preparation of financial reports, liaison with CPA for monthly and annual reports/audits, liaison with auditors on annual audits.

Employment Standards

Knowledge of: Principles and practices of public administration and organization applicable to a local public agency; fundamentals of governmental accounting and auditing principles; principles of budget analysis, formulation, and control; principles of personnel administration and supervision; report writing and editing, business letter writing and modern office methods, forms and equipment. Computer literacy in Microsoft Office, including Outlook, Word, and Excel, as well as accounting software programs.

Ability to: Organize and coordinate a management services program to include all office systems and procedures; represent the agency effectively with outside agencies and Boardmembers; speak and function effectively in group activities; write clear and concise correspondence and reports; prepare and maintain complex accounting records and reports; prepare and maintain payroll records and affiliated tax reports and deposits; analyze data in the determination of financial condition; operate word processing, spreadsheet, and accounting software.

Experience: Five years increasingly responsible experience in accounting/bookkeeping/payroll, office administration, and administration of benefit programs.

Education:

Equivalent to graduation from a four-year college or university with specialization in accounting, finance, business administration, or other applicable emphasis. (Additional qualifying experience may be substituted for the required education on a year-to-year basis.)