



**EMPLOYMENT OPPORTUNITY**  
**Valley Metro RPTA**  
**Accountant II**

*Valley Metro is an Equal Opportunity Employer*

**SALARY**

\$50,425.00 - \$75,637.00 Annually

**FLSA:** Exempt position, not eligible for overtime compensation.

**OPENING DATE:** 04/22/21

**CLOSING DATE:** 05/21/21 05:00 PM

**SUMMARY:**

The Accountant II is the second level in a three level Accountant class series and is for the Grant's Accounting responsibilities. The Accountant II is responsible for performing professional accounting and financial work within the Finance Department. The Accountant II classification is distinguished from the Accountant I classification by the more complex nature of accounting assignments, and the need to exercise initiative and independent judgment in performing work.

The Accountant II shall contribute to team efforts and represents Agency core values in the performance of duties.

**MINIMUM QUALIFICATIONS & REQUIREMENTS**

Bachelor's Degree in Accounting, Finance, or a closely related field three years of professional level experience in accounting, auditing, budgeting or closely related financial/fiscal activity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above.

**PREFERRED QUALIFICATIONS**

Experience in governmental accounting and preparation of the CAFR.

Demonstrated ability to understand and interpret grant and contractual requirements and compliance.

Knowledge of generally accepted accounting principles (GAAP) and theory, GASB statements, and experience with computerized financial software systems and complex financial models.

Background Investigation:

Employment is contingent upon the results of a background check which will include a credit check.

Licenses and Certifications:

None Required.

**EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS**

The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

General Accounting Assignment:

Prepares adjusting and accrual journal entries to post to the general ledger; reconciles general ledger accounts and prepares related reports.

Analyzes and interprets accounting records to support fiscal year end close and the preparation of accurate and complete financial statements, reports, and summaries.

Reviews and analyzes accounts payable, accounts receivable, general ledger, payroll, timesheet transactions for accuracy and proper account coding, and reconciles general ledger accounts.

Audits various accounting and financial documents for accuracy and appropriateness; maintains accounting records and back up documentation to support accounting transactions, leads schedules, and financial statements.

Provides work papers for internal and external audits; provides requested information, explains financial procedures and practices; and assists in the implementation of corrective measures as recommended.

Researches tax issues and changes; reviews and analyzes 1099s and W2s and ensures forms are delivered with accuracy and timeliness.

Develops and updates desktop procedures to ensure compliance with established policies, procedures and regulatory requirements.

Reviews fixed asset and depreciation schedules for reconciliation with general ledger.

Position performs other duties of similar nature and level as assigned.

Comprehensive Annual Financial Report (CAFR) Assignment:

Assists in the timely preparation and dissemination of the Comprehensive Annual Financial Report (CAFR); prepares audit schedules, trial balances, statements, and journal voucher entries, preparing reports that detail the revenue and expenditure activity related to grants received by Valley Metro.

Maintains general ledger, including creating new accounts and new funds; reviews reconciliations, including subsidiary ledgers with general ledgers.

Prepares monthly budget to actual reports; reviews expenditure transfers.

Interprets and applies applicable federal, state, and/or local laws, rules, and regulations.

Assists in coordinating annual audit, makes accrual entries, works with auditors, and prepares schedules to conform to GASB requirements.

Reviews grant reports for accuracy; assists with preparing annual Schedule of Federal Expenditures (SEFA) reports.

Reviews daily bank transactions and maintains cash spreadsheets; balances bank statements monthly.

Provides guidance and expertise on GAAP and GASB reporting requirements.

Provides technical expertise and direction to staff and administration regarding accounting issues and provides guidance on financial reporting.

Grants Accounting Assignment:

Performs grant accounting including setting up coding, verifying expenses by grant, preparing documentation to draw grant funds, and reconciling general ledger project costs to grant funds drawn, and monitors and reports status of all grants, and annual Schedule of Federal Expenditures (SEFA).

Researches and reports actual grant expenditures using general ledger, prepares all grant draw forms and invoicing to expedite receipt of grant funds.

Prepares accounts receivable invoices for grant and bond funded projects; assists in researching, monitoring, reviewing, and maintaining accounts receivable related to grants and bond financing.

Assists with preparing schedules for the Comprehensive Annual Financial Report related to grants, bonds

and federal fixed assets.

Ensures that the accounting system is set up properly to track grant and bond related expenses; examines financial transactions to ensure accuracy; corrects financial records as necessary.

Assists with required reporting for bond related activities and arbitrage calculations and other reports as required/requested by federal agencies or departments.

Performs accounting of expenditures and billing of eligible costs to member cities.

Monitors and reviews accounts payable, accounts receivables, and reconciles general ledger accounts.

Prepares annual cost allocation plan.

#### KNOWLEDGE AND SKILLS

Knowledge of:

Generally accepted accounting principles, practices, and procedures and their application for governmental accounting.

Applicable federal, state, and local laws and regulations.

Auditing principles and practices.

Customer service principles.

Various aspects of governmental accounting administration.

Automated financial application and reporting systems.

Grant administration principles and practices.

Comprehensive Annual Financial Report (CAFR).

Financial statement layout and preparation; recording keeping techniques.

Internal control policies and procedures.

Skills in:

Inputting and retrieving financial information from a computerized accounting system.

Maintaining security and integrity of accounting systems and records.

Compiling and thoroughly and thoughtfully analyzing data; researching discrepancies and interpreting and explaining computer generated financial and accounting reports.

Interpreting and implementing grant related accounting principles.

Prioritizing, organizing, and managing multiple simultaneous projects.

Performing mathematical calculations quickly and accurately.

Preparing accounting schedules and reports.

Maintaining detailed and accurate records.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Streamlining work processes and working cooperatively to provide quality seamless customer service.

Commitment to teamwork and sharing a commitment to quality in everyday work.

Demonstrating the willingness to assume ownership in completion of assigned tasks.

Effectively communicating both verbally and in writing with all levels of the organization.

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

Physical Demands:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Valley Metro complies with ADA/EEOC requirements with respect to reasonable accommodations for people with disabilities.

Work Environment:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**APPLY DIRECTLY ONLINE AT: <http://agency.governmentjobs.com/valleymetro/default.cfm>**

