



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

ACCOUNTANT #317

ACCOUNTING AND FINANCE DEPARTMENT

(Accountant III/Accountant II/Accountant I)

Accountant III: \$48,340- \$73,189 annually – Typical Hiring Range: \$48,340 - \$60,765 annually

Accountant II: \$43,945- \$65,918 annually – Typical Hiring Range: \$43,845 - \$54,932 annually

Accountant I: \$39,950 - \$60,486 annually – Typical Hiring Range: \$39,950 - \$50,218 annually

Open Until Filled. First Review of Applications, Monday, March 26, 2007

THE POSITION

This position may be filled at any of the three Accountant levels. This is a flexibly staffed classification. Individuals hired at the Accountant I or Accountant II level may advance to the next level without competition, once the competencies have been met and upon recommendation of their supervisor.

Under direction of the Manager of Accounting, the selected candidates will perform a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis including general ledger, accounts receivable, accounts payable, cash collections, annual report and audit, cash reports, and quarterly and annual financial reports.

Ideal Candidate Qualities:

- Governmental accounting experience in a variety of functions
- Possession of a valid California Certified Public Accountant (CPA) license
- Working knowledge of SAP software
- Ability to satisfy competing deadlines
- Superior communication and interpersonal skills

The following is a list of typical duties:

- Set up, maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary.
- Monitor the accuracy of various accounts, verifying availability of funds and classification of revenues and expenditures; research and analyze transactions to resolve problems; prepare requisitions for funds to grantors and disbursements to contractors.
- Oversee, check, verify, and reconcile payroll, travel expenses, benefits and personnel changes.
- Prepare project cost accounting reports; maintain schedule of project cost accounting; collect and post

financial, budget, and product information on project cost accounting statements; prepare management reports.

- Review and verify invoices and purchase order processing.
- Prepare financial statements for and coordinate external audits.
- Maintain SCAG's general ledger including monitoring and troubleshooting regarding accounts payable, payroll, and contract invoices.
- Check, verify, review, reconcile, analyze, and generate billings to funds and grants; maintain and control grants, reconciliation, and final reports.
- Prepare weekly cash management and accounts receivable reports; assist management in following-up collections.
- Monitor SCAG's work element budget to ensure that work elements are not over-expended; recommend adjustments as necessary; work with project managers and SCAG partners, such as Caltrans and sub-regions, on budget problems.

MINIMUM QUALIFICATIONS

Any combination of training and experience that demonstrates attainment of the required knowledge and ability to perform the required work.

Education: Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

Experience and Training:

Accountant I: No Experience required.

Accountant II: Two years experience in general accounting, public accounting or financial reporting

Accountant III: Equivalent to three years of professional accounting experience in a variety of functions for a governmental entity.

Knowledge of:

- Accounting standards as prescribed by the Governmental Accounting Standards Board

- Public agency accounting, budgeting, auditing and accounts receivable procedures
- Automated financial management systems and computer accounting software programs
- Financial research and report preparation methods and techniques.

Ability to:

- Maintain a clear, accurate full-charge accounting system, including the use of computerized systems and spreadsheets.
- Apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Apply generally accepted accounting principles and procedures to a variety of accounting transactions and problems.
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Communicate clearly and concisely both orally and in writing.
- Operate modern office equipment including and computer equipment.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and résumé to:

Southern California Association of Governments

Attn: Human Resources Office
 818 West 7th Street, 12th Floor
 Los Angeles, California 90017
 (213) 236-1910
 (213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO plans, two PPO CalPERS health plans, two dental plans, and a vision plan. Employees must enroll in dental and vision

insurance for self only. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.

- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.