



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

Senior Accountant

FLSA status:	Exempt	CLASS CODE:	1455
Established:	January 1, 2005	Grade:	33
Revised:	January 2019		

Summary: Under general supervision, performs a variety of complex accounting and statistical analysis functions in the maintenance of financial, technical, and accounting records for RTC. Performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS: The class is distinguished from the Accountant level by the size and complexity of tasks for the funds and budgets for which the position is responsible and the consequence of an error in the work performed, and independence of work activities.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Performs complex accounting and financial activities, including operating and capital budgets, general ledger, and sub-ledgers, fixed assets control, and financial and statistical forecasts.
- Researches, audits, and analyzes accounting and technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for all transactions.
- Assures the accuracy, timeliness, and quality of the financial activities and work products; monitors all document preparation for accuracy, completeness, and compliance with Federal, State, and local policies and practices.
- Collects financial, technical, and administrative information and compiles data for reports; updates and corrects statistical databases.
- Prepares for financial audits by completing audit work papers and related financial documents for responding to and implementing independent audit standards.
- Responds to requests for information; provides technical information to departments, staff, and management as authorized; assists auditors as appropriate.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions, and approves transactions within designated limits.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, transactions, documents, and reports.
- Coordinates information and assures effective communication between RTC departments; clarifies and reconciles issues relating to RTC funds, budgets, and accounting procedures.

- Maintains financial information system database; prepares accounting, technical, and cost allocation reports and models; makes journal entries, and prepares trial balance.
- Reconciles accounts; manages special projects as directed; performs complex data analysis functions including final interpretation and reports.
- Prepares and submits various financial and technical reports as required.
- Monitors compliance with generally accepted accounting principles and RTC procedures.
- Maintains and enforces all aspects of confidentiality of client information and financial records.
- Conducts statistical analyses, researches records, and compiles data to address administrative, budget, and productivity issues.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job)

- Knowledge of Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) best practices, recommended practices and policies, rules, and regulatory reporting requirements.
- Knowledge of Government Audit Standards.
- Knowledge of GAAP, including cost, managerial and fund-accounting principles and practices.
- Basic bookkeeping principles and practices.
- Budgeting activities including preparation, justification, maintenance, analysis, and status reporting.
- Automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.
- Pertinent federal, state, and local laws, codes, and regulations.
- Correct English usage including grammar, punctuation, and vocabulary.
- **Skill to:**
- Perform complex reconciliations to determine accuracy of account balances;
- Prepare a variety of financial statements, records and reports;
- Complete and submit multiple projects in a timely manner; and
- Analyze and interpret financial reports and complex technical fiscal data.
- **Ability to:**
- Read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations;
- Understand, interpret, and apply policies, procedures, and written and oral directions to specific situations;
- Interact positively with others including the general public, elected officials, other organizational staff, and coworkers;
- Maintain confidentiality; and
- Communicate effectively with outside auditors and others regarding agency accounts.

Required Certifications and Licenses:

Registration as a Certified Public Accountant with the State of Nevada is preferred.

Experience and Training:

Bachelor's Degree in accounting, economics, business or public administration or a related field and four (4) years of professional accounting, budgeting, analysis experience; budget development, accounting and auditing or Master's Degree in accounting, economics, business or public administration or a related field and two (2) years of professional accounting, budgeting, analysis, and administrative experience; budget development, accounting, auditing experience in a public agency setting OR an equivalent combination of education and experience that provides the required knowledge and skills.

Working Conditions and Physical Effort

Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the RTC.