



ACCOUNTANT III

Definition

Under general supervision, an Accountant III performs a variety of moderately complex to complex professional accounting duties in the analysis, preparation, and maintenance of financial records and reports for assigned Valley Transportation Authority (VTA) programs and business activities in accordance with VTA policies, legal requirements, and professional standards; supervises other accounting personnel.

Distinguishing Characteristics

Accountant III is the advanced professional class in the Accounting Series. An incumbent performs complex accounting and financial analyses in assigned technical areas to support sound decision-making and ensure appropriate public disclosure and accountability. Work involves the exercise of independent judgment based on a sound knowledge of VTA financial management practices and procedures.

Accountant III is distinguished from Senior Accountant in that an incumbent in the latter class serves as a subject expert in a particular area, and performs a wider array of more difficult, complex, and sensitive work with greater VTA-wide impact. Accountant III is further distinguished from Accountant II in that an incumbent in the former class has a greater level of responsibility, works with a higher degree of independence, and affects results having a greater impact on VTA as a whole; as well as supervises other accounting personnel.

Typical Tasks

- Evaluates the performance of assigned staff; interviews and recommends selection of job candidates; orients and trains unit staff; establishes and/or recommends performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends disciplinary action, up to and including termination;
 - Develops and completes detailed financial and accounting reports and records, including Financial Status Reports (FSR), Metropolitan Transportation Commission 10Q, Annual State Controller's Report, National Transit Database (formerly Section 15) and/or payroll reports;
 - Analyzes, researches, calculates, and compiles relevant data, statistics, and other information in compliance with VTA, state, federal, and other reporting requirements;
 - Reviews, reconciles, assesses, and makes adjustments to financial records and reports to ensure accuracy and completeness; as required or requested, evaluates accounting-related information and presents findings and/or recommends courses of action to management;
 - Performs complex and technical accounting analyses, research, calculations, data collection, and/or monitoring of information in assigned areas; calculates grant-funded portions of completed projects; prepares monthly accruals of sales tax and other revenues; posts payments based on accounts receivable deposit slips; prepares complex journal entries; compiles revenue and expenditure statistics; reviews, monitors, and analyzes assigned budget information;
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- Compiles and prepares data and information for the annual audit; reconciles subsidiary schedules to general ledger accounts on a monthly basis; develops and maintains worksheets and footnotes for inclusion in financial statements; prepares adjusting journal entries;
- May prepare invoices in assigned areas; compiles, calculates, verifies, and completes monthly invoicing of retired employees insurance premium and ECO pass, shuttle service, ACE train service, and other service agreements ensuring accuracy, completeness and timeliness; calculates, verifies, and completes invoices and/or draw downs against federal, state and other grants;
- May download, import, review, and/or reconcile specified bank statements, including daily bank statement of all VTA accounts and positive pay bank statement; identifies and manually posts items not posted automatically on applicable bank statements; analyzes daily outstanding reconciliation items and prepares adjusting journal entries; investigates Positive Pay exceptions and determines whether to authorize payment;
- May participate in maintaining utilization of SAP financial accounting information system; identifies, diagnoses, and resolves problems; recommends, to supervisor, system improvements;
- May prepare active employee and retiree payrolls; maintains and updates payroll information and data on individuals and bargaining units; assesses, creates, ensures the accuracy of, and enters payroll formulas for various bargaining units; reconciles and verifies accuracy and completeness of payroll; identifies and resolves problems; confers with IT to ensure timely and accurate payroll; researches and/or responds to questions and inquiries;
- Advises VTA management on accounting and finance-related information and status of projects and programs;
- Performs related duties as required.

Employment Standards

Sufficient training, education, and public or private sector experience to demonstrate possession of the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree in accounting, finance, business administration, or a closely related field; and three years of progressively responsible professional accounting or auditing experience, preferably in a public agency.

A Master's degree in Business Administration with emphasis in accounting may be substituted for one year of experience.

Knowledge of:

- Principles, practices, and terminology of general, fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting;
- Internal control and audit principles and practices;



- Laws, regulations, and professional standards applicable to governmental accounting;
- Business data processing particularly related to the processing of accounting and financial information;
- Federal and state laws and regulations applicable to grant funding, payroll processing including those pertaining to garnishments, income and employment taxes, tax treatment of employee benefits, PERS, and related matters;
- Standard business and office practices;
- Principles and practices of supervision.

Ability to:

- Operate a computer using word processing and spreadsheet and other standard business software;
- Perform complex mathematical calculations;
- Analyze and evaluate complex financial and accounting data, operations and problems and reach sound conclusions;
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials;
- Exercise sound independent judgment within general policy guidelines;
- Develop and implement financial procedures and controls consistent with legal requirements and professional standards;
- Plan, direct, and supervise the work of others;
- Establish and maintain effective working relationships with managers, staff, auditors, and others encountered in the course of work.