

# Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

## **Accountant I** **Internal/External**

**Salary:** \$55,476 - \$77,652 annually  
(Plus Excellent Benefits)

**Posting Date:** June 14, 2018 (Thu)  
**Filing Deadline:** June 27, 2018 (Wed)

### **SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION**

#### **BRIEF DESCRIPTION**

The purpose of this position is to ensure the District's financial record keeping is free from material misstatement and in accordance with generally accepted accounting principles and that the District's assets are properly safeguarded. This is accomplished by utilizing established policies and procedures, reviewing, interpreting, and implementing new accounting authoritative guidance, reviewing new agreements/contracts for financial impact, preparing internal and external financial reporting, and overseeing the daily cash management process, receivable collection process, and other finance related activities to ensure appropriate accountability of District monies.

#### **ESSENTIAL FUNCTIONS**

Prepares, reviews, reconciles, and processes various accounting documents such as journal vouchers, billings, cash receiving reports, and other miscellaneous documents. Ensures proper billing and collection of operating funds, records and reconciles daily cash activities, performs general bookkeeping activities. Performs month-end closing activities including but not limited to reconciliation of various balance sheet and cash accounts. Resolve adjustments and discrepancies within agency records. Enters and maintains data for reporting and tracking purposes; assists in the preparation of various financial statements and reports. Identifies and locates accounting data by researching accounts and related source documents; prepares summaries of account transactions, balances and supporting documents; Comply with internal controls and documented processes and procedures, while also assisting with maintaining and updating accounting policies and procedures. Prepares daily summary reports of transactions and other reports and worksheets by reviewing the general ledger system and assists with year-end audit by preparing audit papers in a supporting role. Conducts administration, record keeping, procedures, and processes of specific projects or programs by carrying out required processes and procedures and creating necessary forms and reports. Ensure daily deposit slip agrees to summary reports provided by external departments including, but not limited to, Customer Service, CBS, and the Revenue Center. Provide daily cash deposit report to Accounting.

#### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a closely related field. Substitution of experience for the required education is not accepted.

**Experience:** A minimum of two (2) years of professional accounting experience. Experience at a Certified Public Accounting (CPA) firm preferred, but not required.

**Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application.**

#### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, June 27, 2018 at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Accountant I

**Final Filing Date: Wednesday, June 27, 2018**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

---

**Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Please describe your experience using accounting software, including the specific software name and the percentage of time you have used it. In your response indicate the employer(s) and number of years/months you performed the duties.
2. Please describe your experience and provide specific examples of your experience with each area. In your response, indicate the employer(s) and number of years/months you performed the duties.
  - a. General Ledger Analysis
  - b. Bank Reconciliations
  - c. Year End Close
  - d. Accruals
3. Please describe your knowledge of, years of experience, and the employer in which you worked with the following business and fiscal management responsibilities:
  - a. Auditing Records
  - b. Accounts Payable
  - c. Accounts Receivable
  - d. Payroll
  - e. Employee Benefits
  - f. Budgets