



Assistant Controller – Financial Analysis

POSITION SUMMARY:

Under Controller direction, perform professional accounting work related to the effective management of financial and accounting records and reports; train, supervise, and evaluate assigned staff; perform other work as required to meet/exceed established goals and objectives of the Transportation Corridor Agencies (TCA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prepare or review monthly toll operations journal entries, supporting schedules and documentation.
- Oversee daily and monthly reconciliations of toll activities.
- Review and further develop, as needed, monthly Traffic and Revenue reports and other reporting.
- Ensure that all toll and violation transactions and revenue are reflected properly in the general ledger.
- Review and ensure proper accounting and transfer between bank accounts of toll, violation, service center and interoperability revenues. Review and approve other ACH and wire transfers.
- Participate in various meetings both internally and with toll operations vendors to ensure staying updated on current activities/agreements of TCA. Track toll operations agreements/memorandums of understanding with financial obligations.
- Develop and update TCA accounting policies and procedures.
- Assist with the financial statement audit performed by independent auditors. Act as liaison between TCA staff and auditors at the staff level.
- Perform higher level analysis and projections of data related to toll operations. Assist with development of the toll operations budgets; prepare monthly budget versus actual revenue analyses for toll, fee and violation revenue; provide information and assistance regarding budgets and various other accounting information. Other financial analysis as requested.

- Assist the Controller in the management, design and modification of financial systems including, but not limited to, accounting, ADP payroll and business intelligence.
- Assist the Controller in developing and maintaining operational modeling for service operations revenue, partner projects and other operations, as needed; prepare the billing for services.
- Manage staff, including hiring, training, scheduling, and allocation of work, setting of goals and objectives, performance evaluation, development and coaching.
- Prepare schedules or other detailed supporting documents as requested by Controller and Chief Financial Officer.

KNOWLEDGE:

- Financial administration, including automated financial systems such as ledgers, journals, reconciliations, and general ledger accounting and record keeping practices.
- Financial reporting, including generally accepted accounting principles and practices.
- Financial systems usage and administration.
- Internal financial controls.
- Auditing principles and practices.
- Research methods and techniques.
- English usage, grammar, spelling and punctuation.
- Work scheduling and planning practices.
- Performance management.

SKILLS AND ABILITIES:

- Operate personal computer, including word processing and spreadsheet applications.
- Operate a calculator.
- Work independently.
- Plan, organize and complete assignments with deadlines.
- Establish and maintain effective relationships with staff and contractors.
- Work cooperatively with all departments and outside agencies.
- Work with other employees, supervisors and managers to move concepts, projects and work assignments toward timely and successful completion.
- Interpret and apply policies, procedures and rules.
- Review and reconcile accounting records.
- Prepare clear, concise and complete reports and correspondence.
- Interpret and apply general accounting and auditing principles, procedures and methods.
- Develop, organize and prepare narrative and statistical reports to explain or record financial transactions, revenue sources and status of accounts.
- Determine appropriate classification of accounts and funds in making accurate and consistent journal entries to record transactions.
- Select, train, supervise and evaluate the work of employees.
- Analyze and solve problems involving the interpretation of contracts, standards and legal requirements.

MINIMUM REQUIRED EXPERIENCE, CERTIFICATION(S) and EDUCATION:

A Bachelor's degree in accounting, finance, business administration, economics or a closely related field from an accredited college or university. A CPA license is preferred. Verifiable professional accounting/auditing management and administrative experience is required.

Approximately six years in professional accounting work and approximately two years of direct supervision of accounting staff.

Compensation and Benefits

TCA is prepared to offer a competitive salary in the range of \$114,289 – 160,006 annually, depending on education and qualifications.

In addition, we offer an excellent benefits package that includes the following:

Pension Plan – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.

Deferred Compensation – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

Medical, Dental and Vision Insurance – TCA offers medical, dental and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee's start date.

Life and Accidental Death & Dismemberment (AD&D) Insurance – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.

Short- and Long-Term Disability Insurance – Short-term disability is paid by TCA. Long-term disability is available at a nominal rate.

Holidays – Twelve days per year including 10 fixed holidays and two floating holidays that are chosen by the employee (with approval from management). Number of floating holidays are given based on start date.

Comprehensive Annual Leave (CAL) – CAL hours provide paid time off for rest and relaxation, personal or family illnesses, and personal business based on years of service. Employee can accumulate up to two times their annual accrual rate. Employees can sell CAL hours quarter if they maintain 168 accrued hours.

A "Flex" 9/80 Work Schedule that includes every other Friday.