

# Fresno County Rural Transit Agency

## Job Description

### Accountant

#### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Under general supervision, performs accounting/bookkeeping work involving application of technical accounting principles and procedures required in the maintenance of an accounting system; and performs related work as required. The Accountant must be knowledgeable in accounting practices and procedures: relate well with other people: use good judgment: have a high degree of maturity.

#### KNOWLEDGE, ABILITIES, AND SKILLS

- Prepares and makes deposits for FCRTA
- Prepares and types all invoices and monthly expenditures and includes input to the General Ledger for FCRTA
- Prepares federal, state and local claims, statements, reports and budgets from a variety of reports and computer products in accordance with specific reporting formats and accounting principles
- Identifies any inconsistencies in accounting procedures and determines corrective entries involved in maintaining accounting controls. Examine, reconcile, balance and adjust accounting records which require a specialized knowledge of the purpose, methods and practices of technical, financial record keeping
- Prepares and audits complex materials which may require review of various documents and thorough familiarity of policies and procedures
- May prepare special reports involving search for and abstracting technical data
- Performs other duties as required to assist FCRTA in its performance of duties for internal and external compliance
- Prepares documents for annual reports; audits, State Controller, Board of Directors, Caltrans and other related funding sources.

#### QUALIFICATIONS

- Three to five years of accounting/bookkeeping experience in a public agency or private company
- AS degree or four year degree in Business/Accounting

Non Exempt Position