



SENIOR ACCOUNTANT

SUMMARY OF RESPONSIBILITIES

Under general direction, performs a full range of complex fiscal activities involving budget, accounting, finance, programming and grant activities for the Napa Valley Transportation Authority (NVTA), including, cash management, payroll, and budget administration; prepares financial statements and reports; prepares revenue projections and cost estimates; prepares fiscal cost/benefit analyses; responsible for programming of federal, state and regional transportation funds and securing funds for NVTA capital projects and operation functions; conducts complex analyses; and performs other related duties.

The NVTA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems.

Salary Range: \$87,132 - \$117,708

FLSA Exempt: Exempt

Benefits: CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NVTA does not participate in Social Security.

457 Deferred Compensation Plan (Employer contributes up to a \$1,000 annual match)

Employer Paid CalPERS Health

Employer Paid Dental and Life insurance

Employer Paid Employee Assistance Program

Twelve to twenty-six (12-26) days of accrued vacation annually based on years of service

Eight (8) paid holidays per year

Twelve (12) sick days earned per year with unlimited accrual

Ninety-six (96) of personal leave per calendar year

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The level of responsibility will vary depending on experience:

1. Performs research and analysis leading to the development of new and improved fiscal strategies.
2. Performs complex strategic analyses and financial projections in order to develop long term financial plans, consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and annual budgeting.
3. Analyzes past and projected revenues and expenditures; prepares and justifies operational budgets and budgetary proposals; monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
4. Prepares the agency's annual budget; allocates resources to accounts and sub-accounts; continually tracks budget status and maintains current budgetary records; monitors revenues and expenditures; and analyzes budget-to-actual variances.
5. Prepares and presents finance-related agenda reports, analyses and recommendations to the Executive Director and Board of Directors; researches issues as requested.
6. Forecasts transportation project costs and revenues; identifies, secures, and reports on available project and capital funding; performs complex strategic analyses and projections in order to develop short and long term funding plans that are consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and project budgeting.
7. Develops grants, contracts, memorandums, and correspondence prepared by the agency; ensures grant compliance.
8. Assists with developing strategic plans, goals and objectives related to NVTA and NVTA funding growth and development; performs research and analysis leading to the development of new and improved funding strategies.
9. Implements various funding policies, systems and procedures to meet the goals, objectives, policies, and priorities of the agency; develops and maintains a system for tracking the regional programs and projects; ensures that all reporting requirements are met.
10. Prepares financial information for the education of policy makers, staff and general public; interprets and explains the objectives, policies and procedures pertaining to resource planning and development to community organizations, governmental agencies, staff, and the public.

11. Represents the NVTA and its member agencies on various matters and issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NVTA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
13. Performs special studies and projects.
14. Develops funding plans and strategies for capital projects and operations
15. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in finance, accounting, or a closely related field.

Experience: Experience as professional financial analyst demonstrating knowledge and abilities listed below. Preferably two years of financial analyst experience in a public agency setting. Experience working with a policy board is desired.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- *Principles and practices of public finance, fiscal management, including accounting, budget preparation, program analysis, and revenue forecasting.*
- *Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audit;*
- *The roles played by Caltrans, the California Transportation Commission, the Federal Transit Administration and the Federal Highway Administration in transportation and transit planning and programming.*
- *State and Federal transit planning principles, processes, procedures, and regulations, including legislative and transit funding processes;*
- *Interdisciplinary practices and trends affecting transportation and urban planning & analysis;*
- *Community interrelationships;*
- *Financial reporting.*
- *Economic analysis; statistical and research methods.*
- *Cash flow management.*

- *Internal controls appropriate for a public agency setting.*
- *Documentation management.*
- *Transportation funding processes and procedures.*
- *Applicable federal, state and local laws and regulations pertaining to the financial operations of a public agency.*
- *Computerized accounting and electronic data processing procedures, methods, and equipment.*
- *Methods and techniques used for project management.*
- *General office procedures and administration; contracts administration and procurement.*

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The employee may be required to work after hours and on an emergency basis, and attend meetings, conferences and seminars during work and non-work hours. The employee may be required to work under adverse conditions as in traffic, around heavy construction equipment and in inclement weather. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.

APPLICATION PROCESS

A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559. Additional information regarding the application, job description and benefits can be found online at <http://www.nvta.ca.gov/careers>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

SELECTION PROCESS AND TENTATIVE SCHEDULE

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the selection process. The selection process may consist of a practical/simulation exam (pass/fail), an oral interview, and the department interview.

Other Important Information

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application **will not be accepted**. Applications will be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

A completed NVTA application, along with any required documents to be submitted with your application (certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: jobs@nvta.ca.gov.

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