



September 26, 2022

Modoc County Transportation Commission (MCTC) is
Accepting Applications for a
Chief Fiscal Officer
Annual Salary \$69,310.94 - \$73,531.98

The Modoc County Transportation Commission (MCTC) is the area regional transportation planning agency. MCTC prepares plans and administers transportation programs and defines services and provides staff support to Modoc Transportation Agency (MTA)/Sage Stage Transit. MCTC is accepting applications for the position of Chief Fiscal Officer which is a Confidential and Exempt full time position.

Under general direction of the executive director, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to other MCTC staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes reimbursement billings to all funding agencies; organizes and maintains the grants and accounting database systems; participates in the preparation of the MCTC's and MTA's budgets; prepares year-end audit reports and schedules; performs day-to-day human resources administration and office management duties; assists with benefits administration; provides complex technical and responsible support to the executive director in areas of expertise; and performs related work as required.

This is an advanced journey-level professional accounting classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting, financial record-keeping, payroll, and day-to-day human resources and benefits administration, and risk management functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, fiscal management, and general office management.

Qualifications: Education and experience which demonstrates the required knowledge and skill levels as defined in the job description, and possession of, or the ability to obtain a valid CA drivers license by time of appointment. Salary Range is based on an employment contract. per month. MCTC offers employees health benefits, paid leave, and a retirement plan. MCTC offers a 401 K in lieu of Social Security FICA and is not a department of Modoc County.

Application submittal requirements: Cover letter, completed MCTC application form, and resume that includes work history and salary for the past seven years. The MCTC application and job description is available at 108 S Main St, Alturas or can be accessed via the internet at modoctransportation.com

Applications are accepted until filled and can be mailed or delivered to Debbie Pedersen, Executive Director MCTC/MTA, 108 S. Main St., Alturas, CA 96101. MCTC is an equal opportunity employer.

Please publish in the Modoc Help Wanted Classified section September 29, and October 6, 2022



MODOC COUNTY
TRANSPORTATION COMMISSION

MODOC COUNTY TRANSPORTATION COMMISSION

108 S MAIN STREET, ALTURAS, CA 96101

Phone (530) 233-6410 * Fax (530) 233-3744

MCTC complies with state and federal laws regarding equal employment opportunity.

We are an Equal Opportunity Employer

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Date Available	Position Applied for	Desired Salary	
Are you a citizen of the United States?	YES ☐ NO ☐	If no, are you authorized to work in the U.S.?	YES ☐ NO ☐
Have you ever been convicted of a felony?	YES ☐ NO ☐	If yes, explain	
Upon offer of employment, can you verify your legal ability to work in the United States? Yes ☐ No ☐			

EDUCATION

High School	Address	Did you graduate?	YES ☐ NO ☐
College	Address	Did you graduate?	YES ☐ NO ☐
Other	Address		

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

WORK RELATIONSHIPS

Please disclose any relatives or family working for or affiliated with MCTC

Full Name	Relationship
Full Name	Relationship

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

Please provide an attachment to continue work history

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I CERTIFY that all of the statements made in this statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application to provide any relevant information that may be required to arrive at an employment decision.

Signature

Date

I acknowledge by my signature that I have read and understand the following:

IMPORTANT! READ THE MATERIAL BELOW AND REVIEW YOUR ENTIRE APPLICATION BEFORE SIGNING.

Qualification and employment considerations by Modoc County Transportation Commission (MCTC) are based on the truthfulness and completeness of the statements in the employment application. Falsification or omission of information will constitute grounds for disqualification or dismissal. Upon submission, this application, addendum sheets and other required documentation to support employability become the property of MCTC and are matters of public record subject to release to persons or agencies upon request. Presenting any false documents(s) to gain employment may be cause for ineligibility for hire or immediate dismissal.

I authorize the MCTC to investigate the truthfulness of all statements made on this application and to contact my former employers and other listed references or other persons who can verify information.

I give my consent for all contacted persons, including former employers, to provide information concerning this application and I release each contacted person from liability for providing such information. I waive all causes of action that I might have arising from the foregoing.

I may be subject to drug and alcohol testing during my employment at any time at the MCTC's discretion.

MCTC does not participate in Federal Social Security FICA Plan and is not affiliated or a department with the County of Modoc. MCTC is an independent public agency with no connection to Modoc County employment practices, bargaining units/MOUs, pay scales or other County procedures, policies, or functions.

This position is classified as "At-Will Employment": Just as the employee is free to leave the MCTC employment at any time, the MCTC has the right to terminate the employee at any time for just cause.

I acknowledge that the APPLICATION FOR EMPLOYMENT MUST BE SIGNED in order to be processed or evaluated.

Signature

Date



October 2015
FLSA: TBD

CHIEF FISCAL OFFICER- CONFIDENTIAL

SALARY RANGE

Under Contract - Employment Agreement

Definition

Under general direction, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to other MCTC staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes reimbursement billings to all funding agencies; organizes and maintains the grants and accounting database systems; participates in the preparation of the MCTC's and MTA's budgets; prepares year-end audit reports and schedules; performs day-to-day human resources administration and office management duties; assists with benefits administration; provides complex technical and responsible support to the executive director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the executive director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff and may oversee consultants on a day-to-day or project basis.

CLASS CHARACTERISTICS

This is an advanced journey-level professional accounting classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting, financial record-keeping, payroll, and day-to-day human resources and benefits administration, and risk management functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, fiscal management, and general office management.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- In collaboration with external vendors, plans, manages, and participates in the operations and activities of the MCTC's and MTA's accounting programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis, cash management, and payroll.
- Provides complex professional and technical assistance in the administration and implementation of the MCTC's and MTA's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants.

- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, fixed assets, and payroll.
- Prepares monthly sales tax allocations and reconciles general ledger expenditures to ensure amounts are properly distributed.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Participates in the preparation of audit schedules and reports for external auditors and provides assistance during the annual auditing process.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops a wide variety of financial reports and statements.
- Organizes and maintains the grants and accounting system databases; develops and produces customized reports; ensures and verifies accuracy of information.
- Reviews and processes grants invoices; monitors compliance with contracts and budgets; reconciles data from the grant database to the general ledger.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares and reviews quarterly and annual tax reports and returns; ensures compliance with applicable federal, state, and local laws, rules, and regulations.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Performs a variety of human resources administration activities related to recruitment, new employee orientation, and salary administration; coordinates classification and compensation administration.
- Performs risk management duties in matters relating to worker's compensation, liability, and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of regional government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists the executive director with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, grants accounting, and the application to public agency operations.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various state and federal agencies and benefit providers.
- Basic principles and procedures of human resources and benefits administration and risk management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the MCTC in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with vendors and the public.
- Techniques for providing a high *level* of customer service by effectively dealing with the public, vendors, contractors, and MCTC staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee personnel and benefits records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree with major coursework in accounting, finance, business or public administration, or a closely related field and five (5) years of responsible professional public accounting and office management experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.