



RTC OF SOUTHERN NEVADA
Department of Finance
600 S. Grand Central Pkwy, Ste. 350
Las Vegas, NV 89106
<http://www.rtcnv.com>

SENIOR ACCOUNTANT

SALARY

\$63,065.60 - \$110,572.80 Annually

****Although there is a salary range for this position, the candidate hired into this position will be hired at the bottom of the salary range. ****

THIS RECRUITMENT WILL BE USED TO ESTABLISH AN OPEN COMPETITIVE AND PROMOTIONAL ELIGIBILITY LIST THAT MAY BE USED TO FILL THIS VACANCY AND VACANCIES OCCURRING IN THIS CLASSIFICATION FOR A MINIMUM PERIOD OF SIX (6) MONTHS. COMMUNICATION WITH APPLICANTS WILL BE VIA EMAIL. APPLICANTS MUST PROVIDE A CURRENT AND VALID EMAIL ADDRESS WHEN APPLYING.

OPENING DATE: 2/14/2019

CLOSING DATE: 2/28/2019

THE POSITION

Performs complex professional level financial/accounting duties; leads other staff in projects. Responsible for preparation of federal and state reports including financial reports, financial statements package, and maintains records of transactions related to inventory purchased.

FLSA STATUS: Exempt

Working Conditions: May work shifts on days, evenings, weekends, and holidays.

REQUIREMENTS

Education and Work Experience: Equivalent to a Bachelor's Degree in Accounting and three (3) years of full-time professional public accounting experience. A CPA is preferred.

Licensing and Certification: Must possess and maintain a valid Class C Driver's License at the time of appointment.

Background Investigation: Employment with the Regional Transportation Commission in this position is contingent upon the results of a comprehensive education/experience background investigation as well as criminal history, social security trace, personal credit history, and driving history records check.

Required Forms:

1. RTC Application On-Line Profile: Follow all the instructions on the application to include any education and experience that would qualify you for this position.

Only the most qualified candidates will be invited to participate in the examination process. Candidates should ensure that they highlight any of the following professional experience they possess on their applications/resumes:

- Ability to supervise entry of payroll exceptions, benefits, deductions and payroll processing
- Ability to prepare various federal and state governmental reports
- Ability review and approve complex and/or detailed payable transactions
- Demonstrated knowledge of preparing financial reports and financial statements
- Ability to perform complex financial analysis and communicate results to management

PHYSICAL DEMANDS

Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EXAMPLE OF DUTIES

Prepares financial reports and financial statements. Records transactions related to inventory purchases. Prepares, analyzes, and interprets financial statements, budgets, and other reports for subsidiaries. Prepares journal entries and maintains related general ledger accounts for subsidiaries. Prepares various federal and state governmental reports. Reconciles bank accounts, inter-agency accounts and other general ledger accounts. Acts as liaison between company and external auditors for annual financial statement audit. Assists with preparation of audit report and prepares related audit schedules. May plan, assign and/or supervise the work of assigned staff; may function as an assistant to the section manager or as a team leader. Participates in professional development sessions or seminars; stays current on trends, innovations and legal developments in the accounting field. Operates a variety of office equipment, to include computers and associated software. Conducts and independently completes a variety of assigned special projects as assigned by Manager. Manages multiple projects/deliverables with short targeted completion dates. Provides information and assistance to internal and external customers as required. Other duties as assigned.