



117 Valley View Way
Sutter Creek, CA 95685
209.267.2282
www.actc-amador.org

JOB ANNOUNCEMENT

ADMINISTRATOR – FISCAL OFFICER

Salary: Negotiable upon qualifications

Application Deadline: 12:00 p.m., May 3, 2024

JOB DESCRIPTION

Definition

The ACTC Administrator works under the direction of the ACTC Executive Director and, with assistance from auditors and legal counsel, is responsible for maintaining the Commission's complex accounting system. The Administrator, with help from the Administrative Assistant, is also responsible to perform and oversee a variety of complex and administrative, staff, and office management duties for the ACTC.

Duties (including, but not limited to the following)

- Serve as the administrator for TDA funding including, but not limited to, preparation of Local Transportation Fund and State Transit Assistance fund estimates and apportionments, and preparation of allocation instructions;
- Perform accounting functions under the supervision of the Commission's Certified Public Accountant (CPA), including: payroll, accounts receivable and payable, preparation of financial reports;
- In coordination with CPA, prepare monthly and annual reports and audits;
- Oversee all ACTC accounting services, including preparation of quarterly financial reports, TDA annual reports, and annual fiscal and compliance audits;
- Compile and provide day-to-day control of the ACTC budget;
- Consult with the Executive Director in review and revision of administrative policies;
- Organize and maintain records as required by Federal and State law consistent with transportation project-related audit guidelines and checklists;
- Other related duties as assigned.

Qualifications

- Ability to operate word processing, spreadsheet, and accounting software.
- Ability to apply principles and practices of public administration applicable to a local public agency.
- Ability to apply fundamentals of governmental accounting and auditing principles.
- Ability to apply accepted principles of budget analysis, formulations, and control.
- Ability to prepare and maintain payroll records.
- Ability to analyze data in the determination of financial condition.
- Ability to write clear and concise correspondence, business letters and reports, utilizing modern office forms and formats.
- Ability to organize and maintain complex accounting records and reports.
- Ability to organize, coordinate, and manage office systems and procedures.

- Ability to effectively represent the agency with Board Members and the public.

Benefits

The ACTC provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental and vision, along with paid vacation and sick leave. Regular employees do not pay social security but are members of the California Public Employees Retirement system (CalPERS).

Requirements and Conditions

The employee must possess a valid California driver's license and have a satisfactory driving record. The employee will be subject to a performance evaluation after six months, one year, and annually thereafter. This is an "at will" job position, meaning the employment may be terminated with or without cause by the Executive Director or the ACTC at any time. The person being considered for hire for this position may be subject to a background check (criminal and civil records).

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication, use of office equipment including computers, telephones, calculators, copiers, and fax machine; ability to lift, drag and push files and boxes weighing up to 25 pounds.

Application Process

Obtain an application from our website at www.actc-amador.org or contact us at (209) 267-2282 with any questions. A resume must be submitted in addition to, and not in lieu of, the application form. Please submit your completed application, supplemental questionnaire, resume and cover letter by email to John@actc-amador.org and cc Terri@actc-amador.org or deliver to:

Amador County Transportation Commission
Attn: John Gedney, Executive Director
117 Valley View Way
Sutter Creek, CA 95685

Deadline to apply is May 3, 2024 at 12:00p.m.