



ACCOUNTANT

\$4773.00 – \$6665.00 PER MONTH PLUS GREAT BENEFITS

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is looking for one highly motivated individual to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. An excellent career opportunity is available within our Finance Department. This individual will execute various complex general ledger accounting functions and prepares various financial reports by performing the following duties, but not limited to, the following duties:

- Establishes, reviews, and maintains control of the fiscal financial statements, including balance sheet, income statement, and departmental expense reports. Reviews, responds to inquiries, and interfaces the subsidiary ledgers of accounts receivable, accounts payable, and payroll to the general ledger. Performs the monthly closing of financial statements following established guidelines.
- Prepares journal entries from accounting source data. Maintains, updates, and reviews account posting to the general ledger. Reconciles various financial reports and documents. Maintains and updates the fixed asset ledger and runs fixed asset reports as required. Updates and reviews data for inclusion in the performance indicator report. Distributes financial statements to departments.
- Assists with the annual audit by preparing audit schedules and reports. Assists with the annual capital and operating budget; prepares and compiles financial and revenue projections. Assists with year-end inventory of Agency vehicles and bus parts. Reviews invoices and purchase orders, before checks are generated. Prepares special reports as required. Acts as petty cash custodian for the administrative departments and conducts surprise cash counts for the other petty cash funds as required.

THE REQUIREMENTS: The ideal Candidate subscribes to the philosophy of continuous improvement, has tremendous initiative and drive, and demonstrates the highest level character and ethical standards. The selected individual will possess a Bachelor's degree (B.A.) from four-year College or university; and at least two to four years accounting experience or an equivalent combination of education and experience. The selected individual will have the ability to prepare and analyze complex financial statements, reports, and records; analyze problem areas and recommend effective solutions; maintain fiscal records and documents; analyze, evaluate and prepare clear and concise reports from various statistics; must be familiar with current business operating systems, software, and programs; and establish and maintain effective working relationships with a variety of individuals and departments. This individual will also possess the knowledge of generally accepted accounting principles, practices and procedures; Federal, State, and Local transit funding laws, rules and regulations; regulations and reporting requirements pertaining to governmental grants; the principles, practices, and procedures of budgeting, forecasting, auditing, governmental accounting, and public finance; and accounting software, integrated financial accounting systems and other financial information systems. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications may also be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411 or call 909/379-7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.