



JOB ANNOUNCEMENT: Finance Officer/Analyst

FILING DEADLINE: Open until filled.

THE AGENCY

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, State, and federal transportation grants, and administering several transportation projects and programs. The Transportation Agency is a high-energy, innovative, service-oriented agency with a small staff and a 17-member Board of Directors. Our small size means everyone gets to work on a diverse list of projects and tasks. Employees are supported to participate in training programs to develop new skills relevant to their work and to be active in professional organizations based on their interests.

Our agency relies on teamwork and collaboration to deliver meaningful and trailblazing improvements to the communities we serve and has a culture of inclusion, diversity, equity, and accessibility that values a work-life balance and flexible work schedules. The Transportation Agency's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.

As a self-help county, TAMC is responsible for delivering regional transportation projects pursuant to a voter-approved ballot initiative, which partially funds the transportation projects with a 3/8-percent sales tax. Our agency also works collaboratively with neighboring counties around the State through organizations such as the Central Coast Coalition, the Coast Rail Coordinating Council, the Rural Counties Task Force, and the Self-Help Counties Coalition.



Learn more about TAMC's work at <https://www.tamcmonterey.org>.

ABOUT MONTEREY COUNTY

Monterey County is a beautiful and diverse place to live and work, featuring nearly 100 miles of coastline, two mountain ranges, abundant parks – including the Pinnacles National Park and the Fort Ord National Monument – and some of the most productive agricultural fields in the nation, earning it the nickname the “Salad Bowl of the World”.

THE POSITION

The Finance Officer/Analyst serves a critical role in the financial operations of the agency. This position encompasses a wide array of activities such as financial planning, budgeting, cost management, maximizing revenues, fiscal controls, reporting, and auditing. TAMC manages six different trust funds which support its projects and programs. The Finance Officer oversees the recordkeeping for these funds, as well as tracking the grants that fund some of the agency’s projects. The position reports to the Director of Finance and Administration and works in conjunction with a part-time accounting assistant and a contract payroll processor.



TAMC offers a hybrid telework/in office work arrangement.

SOME OF THE SIGNIFICANT DUTIES

- Administer the six fund accounts managed by the agency: including revenue estimates, application instructions, TAMC resolutions, and processing of claims.
- Maintain records on project payments, revenues, and balances in grant programs, and pay claims.
- Assist with fund transfers to/from County trust funds and TAMC bank account.
- Maintain and update accounting records, including the Chart of Accounts; assist with accounting and reporting for receivables, payables, payroll, invoices, purchases, investments, and fixed assets; coordinate the monthly and year-end general ledger closing, prepare journal entries with proper documentation, and input entries onto the general ledger system.
- Perform varied research, data analysis, budgetary analysis, program analysis and computer support functions to support TAMC projects and programs and to monitor the performance of TAMC contracts and agreements.
- Assist the planning staff in the maintenance of project costs, including review and allocation of project costs, outside funding, and Caltrans billings.
- Assist the TAMC auditor with the annual fiscal audit and the triennial performance audits, including contract compliance audits.

TAMC Recruitment Announcement for Finance Officer/Analyst

- Update and maintain files of financial records and correspondence in an orderly fashion.
- Reconcile all TAMC fund and bank accounts.
- In the absence of the Accounting Clerk, make bank deposits, process vendor invoices, and prepare accounts payable checks.
- Support contract payroll and accounting vendor as needed.



THE IDEAL CANDIDATE

- Excels in a fast-paced environment with a variety of tasks and competing deadlines.
 - Has experience with grant administration and billing.
 - Has experience with a variety of Enterprise Resource Planning (ERP) systems, and systems conversions.
 - Takes initiative and follows through in a timely manner on detailed assignments.
- Innovates and keeps an eye out for ways to improve processes and wants to grow and develop along with the agency.
 - Has experience with Caltrans accounting guidelines and Indirect Cost Rate development.
 - Is a team player that can maintain positive interpersonal relationships with staff, project partners, and the public.

QUALIFICATIONS

Education and experience: Job placement will be based on qualifications:

- Five years of progressive professional experience in accounting, preferably with Government/Fund accounting, with emphasis on general ledger, grant management, account reconciliation, fund accounting, reporting, payroll processing, investments, and job/project costing
- An education equivalent to a baccalaureate degree with an emphasis in accounting. Other completed education courses may include business math, business law, investments, finance, statistics, economics, and information systems.
- A strong candidate will have demonstrated experience with Caltrans accounting guidelines, Tyler, MIP, QuickBooks, and Excel.

Salary Range (depending on qualifications):

- Finance Officer/Analyst: \$93,240 - \$126,192



REQUIRED APPLICATION MATERIALS

To apply for the above position, please submit by the filing deadline a complete application package that includes each of these three items:

- Cover letter
- Résumé
- Transportation Agency for Monterey County (TAMC) application form

Application packages must include all three documents in a single e-mail submittal. The application form may be obtained from our website: www.tamcmonterey.org. To be eligible for consideration, complete application packages must be sent to:

Transportation Agency for Monterey County (TAMC)
Jefferson Kise, Director of Finance & Administration
jeff@tamcmonterey.org

SELECTION PROCEDURES

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An interview may further assess the applicant’s level of required skills and knowledge. **If you have questions, call (831) 775-0903.**

[The Transportation Agency for Monterey County is an Equal Opportunity Employer.](#)