



Job Title: Fiscal / Administrative Officer

Position Information:

PCTPA is seeking an experienced professional as its Fiscal/Administrative Officer to run the accounting and administrative functions of a regional transportation planning agency. Working in a small governmental agency, flexibility is critical. Our Fiscal/Administrative Officer is our accountant, personnel officer, bookkeeper, purchasing agent, property manager, records administrator, budget analyst, and investment manager. The successful candidate will be a self-starter with experience in accounting procedures and office management, particularly in a local governmental setting, with a quick mind and positive attitude. The successful candidate may have the opportunity to work with our current Fiscal/Administrative Officer for a period of time before her retirement at the end of June 2020.

PCTPA is a small agency with a big agenda, and we're looking for someone up to the challenge. The ideal candidate is a seasoned professional whose leadership inspires confidence with the broad skill set needed to make things happen. PCTPA expects to hire a candidate with top-notch organizational and project management skills with a commitment to collaboration, who has demonstrated the ability to find ways through administrative and technical obstacles to get the job done.

The successful applicant will possess a combination of experience and education that would supply the knowledge, skills, and abilities to perform the job of Fiscal/Administrative Officer at a high level. A minimum of five (5) years of progressively responsible experience in accounting, bookkeeping, payroll, office administration, administration of benefit programs, knowledge in preparing a budget document and/or comprehensive annual financial report. A successful track record of developing cash flow models and analysis, multiple budget reconciliations and multiple annual audits must be demonstrated. Additionally, a bachelor's degree from an accredited university with major coursework in finance, accounting, business administration, or a closely related field is required. Possession of, or the ability to acquire, a valid Class C California drivers license, is required.

How to Apply

The application, including a resume and addenda requirements as described in job description, must be received by 4:00 PM on Friday, April 23, 2021.

Questions? Please contact Mike Luken, Executive Director, at 530-823-4035 or mluken@pctpa.net

Job Description - Recruitment Brochure and Application can be found at:

<https://pctpa.net/recruitment/>

Recruitment Contact

Contact phone: (530) 823-4030

Contact email: ssabol@pctpa.net