



The Association of Monterey Bay Area Governments (AMBAG) invites applications  
for the position of:

## **Principal Accountant**

**Final Filing Date: October 5, 2018**

AMBAG's mission is to provide strategic leadership and services to analyze, plan, and implement regional policies for the benefit of the cities and counties of Monterey, San Benito and Santa Cruz. Balancing local control with regional collaboration, AMBAG was organized in 1968 and formed as a Joint Powers Authority (JPA). It is governed by a twenty-four member Board of Directors comprised of elected officials from each city and county. AMBAG is the region's federally designated Metropolitan Planning Organization (MPO) and a Council of Governments (COG) for Santa Cruz and Monterey Counties.

Among its many functions, AMBAG is responsible for developing the region's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP), and the Regional Travel Demand Model (RTDM). AMBAG also prepares the region's regional housing, population and employment forecasts. These forecasts are utilized in a variety of regional and jurisdictional plans. Funding for the organization comes primarily from federal and state grants. A small, but critical component of AMBAG's funding is derived from annual member dues. Membership and participation in AMBAG is voluntary.

### **The Position:**

Under general direction of the Director of Finance and Administration, performs complex accounting and budgeting functions supporting the activities of grant management and invoicing, accounts receivable, accounts payable, payroll and general ledger operations. In addition to its own financial records, AMBAG has fiscal responsibility for its non-profit organization, Regional Analysis & Planning Services Inc., and other non-profit organizations such as the Pajaro River Watershed Flood Prevention Authority.

### **Duties:**

- Enter Accounts receivables and Accounts Payable in QuickBooks
- Review general ledger monthly to post and make daily journal entries in QuickBooks
- Make semi-weekly bank deposits
- Monitor and assess cash management
- Monitor Accounts Payable and prepare checks as appropriate
- Monitor Accounts Receivable and follow-up on overdue payments
- Prepare and review a multitude of complex invoices to grantor agencies in compliance with grant agreements
- Create and maintain tracking spreadsheets for grant invoicing, annual carry-over amounts, and pass-through agency files

*Planning Excellence!*

- Prepare purchase orders
- Prepare retirement and deferred compensation reports
- Review and update insurance renewals
- Review monthly expense distribution report, indirect expense report, payroll reports and other reports as necessary
- Assist with annual budget and budget amendments
- Assist with revenue and expense forecasting
- Prepare quarterly profit & loss statements, agency balance sheet and warrants list and update grants receivable status list for AMBAG Executive Committee meetings and for the Board of Directors meetings
- Maintain accounts payable and accounts receivable records
- Prepare files, schedules and reports for annual audit
- Balance credit card statements
- Oversee petty cash fund
- Maintain all lease, insurance policy, grants, contract, personnel, fringe benefit, and other administrative services documents
- Maintain fixed assets account records; upgrade and maintain department filing systems
- Prepare a variety of financial reports as required; correspond with applicants and new employees regarding provisions of employment, compensation and benefits.
- Handle in-processing and orientation of new employees; coordinate final payment, insurance matters, COBRA and out-processing of employees
- Assist with the development of the annual overall work program and budget

**Qualification & Experience:**

A minimum of three years of increasingly responsible professional accounting work experience comparable to those described above and graduation from a college and/or university with a baccalaureate degree with major course work in accounting or finance.

**Compensation:**

This is a full-time position. The established pay range is \$6,331-\$8,515 per month, commensurate with experience.

**How to Apply:**

We encourage all interested candidates to apply for this position by completing an AMBAG Employment Application form and a resume. Any employment package where an AMBAG Employment Application form is incomplete or missing will not be considered. **Final filing date for applications is October 5, 2018.**

The Employment Application can be downloaded in **PDF** format from the AMBAG website ([www.ambag.org](http://www.ambag.org)). Alternatively, a copy can be requested by calling (831) 883-3750 or emailing [info@ambag.org](mailto:info@ambag.org). Completed applications and related materials can be submitted via e-mail, fax, regular mail, and courier or delivered by hand.

**Candidate Selection and Notification:**

Applications will be reviewed and evaluated and the best qualified candidates will be invited to continue in the selection process.