



JOB ANNOUNCEMENT

Administrative Services Officer

ABOUT US

The Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88 of the State of California Government Code, Section 67920. As the RTPA for Nevada County, the NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County and the Town of Truckee.

The mission of the NCTC is to plan, communicate and coordinate with the citizens and decision-makers of Grass Valley, Nevada City, Nevada County, the Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.

THE POSITION

NCTC is seeking a highly qualified individual for the position of Administrative Services Officer. This is a demanding position requiring a wide breadth of experience and skills in accounting and agency administration. Duties include:

- Budget preparation and administration
- Payroll, accounts payable and accounts receivable
- Governmental fund accounting
- Annual Fiscal and Compliance Audit coordination
- Triennial Performance Audit coordination
- Financial reporting to state agencies
- Financial oversight of professional services contracts and grants
- Coordination of human resources and employee benefits



THE IDEAL CANDIDATE

The ideal candidate will be a self-starter with strong accounting, finance, human resources, and organizational abilities. Excellent written and oral communication abilities are required. High productivity is expected in a supportive, friendly, and fast-paced work atmosphere.

EDUCATION and EXPERIENCE

Required education and experience: Equivalent to a bachelor's degree in accounting, finance, or business with major course work in accounting from an accredited college/university; or, an Associates degree in accounting or business and five years accounting and administrative experience. Current experience with QuickBooks and WorkDay is very desirable.

COMPENSATION AND BENEFITS

- Salary Range: \$8,835-\$10,739 per month
- \$2,565 per month allowance for Health, Dental and Vision
- Employer contribution equal to 17.13% of salary to 401 Retirement Plan, **or**
- Employer contribution equal to 17.13% of salary to 457 Deferred Compensation Plan
- 13 paid holidays: 8 regular and 5 floating holidays
- Vacation leave: 10 days per year for the first four years of service following a successful probationary period, 15 days per year beginning with the fifth year and 20 days per year beginning with the twelfth year.
- Sick leave: 12 days per year

APPLICATION PROCESS

Please submit a completed application form (available at: www.nctc.ca.gov), cover letter, detailed resume, and three professional references to Shellie Anderson at applications@bryceconsulting.com. The recruitment is open until filled.