



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

PROJECT ANALYST I – GRANT/CONTRACT BILLING **JOB OPPORTUNITY BULLETIN**

SUMMARY

Under general supervision, performs examination, analysis, reconciliation and verification of financial information in the development of invoices to grantors. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop periodic invoices to grantors in strict accordance with grant guidelines including period of performance, scope of work, and amounts. Review charges for compliance with grant requirements. Follow up with appropriate staff regarding approvals and payments
- Maintain grant files including grant agreements, budgets, board actions, contacts, billings, correspondence, and project progress reports
- Develop and maintain cooperative and amicable relationships with MRCA project management staff and grantor staff
- Prepare monthly reports
- Prepare journal entries

KNOWLEDGE REQUIRED

- Accounting Principles and Practices
- Accounting Software applications
- Office applications, particularly Excel

ABILITIES REQUIRED

- Analyze fiscal data and draw logical conclusions
- Establish and maintain cooperative and amicable relationships with others
- Use spreadsheet software
- Prioritize varying tasks and projects and make regular, consistent progress toward completion of multiple tasks at once
- Communicate fiscal information clearly to others
- Perform basic mathematical calculations
- Complete projects and follow directions
- Demonstrate accuracy and attention to detail

OTHER DUTIES AND RESPONSIBILITIES

- Participate in month end and year end closing processes
- Participate in the budget process

- Participate in office administration, including file management and agency cell phone administration
- Participate in iron ranger cash counts
- May be required to drive agency or personal vehicle
- May be mobilized in the event of a disaster
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Any combination of education and training which demonstrates ability to perform the duties as described, including course work in accounting and business procedures and two years of related experience. Bachelor's degree preferred.

Solid Microsoft Office Excel skills, including filtering. Advanced skills such as writing complex formulas for data calculations using common logic and math formulas such as IF and Vlookup, name ranges, pivot tables, macros are highly desirable.

COMPENSATION

\$16.23 – 19.74 per hour, plus paid holidays, vacation and sick leave, health insurance, CalPERS retirement. Optional 457 savings plan with generous employer match and flexible spending accounts.

REQUIRED HOURS

Monday through Friday, 8 hours/day, 40 hours/week with some scheduling flexibility

HOW TO APPLY

Send resume to: showell@crpd.org or you may fax to: (805) 497-3199, Attention: Shelly Howell, Human Resources Supervisor. Position is open until filled.

DESCRIPTION OF AGENCY

In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a local agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

The MRCA is an equal opportunity employer.

11/19/15