



## South Bay Cities Council of Governments

*Invites applications for the positions of*

### **ADMINISTRATIVE OFFICER**

**SALARY:** \$90,000-\$111,000 annually  
**OPENING:** February 14, 2022  
**CLOSING DATE:** Opened until filled

#### **ABOUT SBCCOG and SBESC**

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Los Angeles County. The SBCCOG mission is to provide a leadership forum for South Bay local governments to act collaboratively and advocate for regional issues with a focus on improving transportation and the environment and strengthening economic development. More information about the SBCCOG can be found at [www.southbaycities.org](http://www.southbaycities.org).

#### **ABOUT THE POSITION**

Under direction of the Deputy Executive Director, the Administrative Officer is responsible for accounting, finance, budget, administrative, and human resources functions with knowledge of standards and processes in these areas.

#### **SPECIFIC JOB RESPONSIBILITIES**

- Performs and assists in managing budget reporting, monthly accounting, and payroll services; processes normal cash, billing/vendor invoicing, and receipting activities; undertakes accrual entries
- Prepares, generates, and issues 1099s to vendors and W-2 forms for employees
- Coordinates internal and external audits including coordination and oversight of auditor
- Reviews and makes recommendations to financial policies and systems
- Undertakes cost accounting to grants and contracts - direct and indirect costs; oversees grant and contract expenditure activities and spend rate; monitors invoicing to Scope of Work requirements and reporting
- Assists in the preparation and the response to Request for Proposals and Scopes of Work
- Prepares standard financial reports and progress reports
- Develops annual budget with Executive Director
- Manages office space lease and facility requests
- Provides oversight of vendors (copier, internet, telephone, etc.), and purchasing including equipment (audio, visual, computer) and furniture purchases
- Maintains inventory of office equipment and develops equipment replacement schedule
- Coordinates employee benefits, insurance, worker's compensation, and personnel records; manages insurance and liability programs
- Coordinates human resources activities; responsible for monitoring adherence to illness and injury prevention program
- Manages insurance and liability programs
- May supervise professional and/or technical staff
- Performs other work as assigned

## **Classification**

The position is exempt under the Fair Labor Standards Act.

## **Qualifications**

- Bachelor's Degree required plus at least three (3) years or more professional experience in accounting, human resources management and general business in grant-funded programs, public agency or not-for-profit
- Strong knowledge of Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), and accounting standards and requirements applicable to public agencies
- Understanding of principles, practices and terminology of general, fund and governmental accounting including financial statement preparation and methods of financial control, financial reporting and grants accounting
- Strong contract management skills and ability to function independently and as part of a team required.
- Demonstrates critical thinking and the use of discretion in communicating with others
- Proficiency in Microsoft Office Suite and accounting software such as QuickBooks
- Excellent verbal and written communications skills required
- Must possess a valid California Driver's License

## **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

## **APPLICATION AND SELECTION PROCESS**

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them.

Submit to: **Ghia Horton, Administrative Assistant**  
**ghia@southbaycities.org**

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

SBCCOG is an equal opportunity employer.

## **EMPLOYEE BENEFITS**

• 12 paid holidays • Vacation leave (104 hours accrued/year in 1st year, increases 8 hours/year through year 12) • Sick leave – 8 hours per month • Life Insurance \$50,000 while employed by SBCCOG • \$500/month to apply towards health benefits (Any unused amounts will be applied to deferred compensation) • Deferred compensation (457 Plan) \$200 per month employer contribution • Administrative Leave (40 hours annually- Full-time Exempt employees only)

**EQUAL EMPLOYMENT OPPORTUNITY**

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation.