



## Financial Analyst

### THE POSITION

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated **Financial Analyst**. This job entails basic accounting functions critical to the operation of the agency while also allowing the right candidate to train for more diverse tasks related to grants management. Critical functions include analyzing and problem solving for the month-end process, bank reconciliations, and cash receipting, researching problems unique to the agency, budgeting, and forecasting. This position has the potential to grow into more grant responsibilities, such as calculating the indirect cost rate proposal annually. This position will also provide financial support to the Tahoe Science Advisory Council, a consortium of public research universities studying climate impacts on Lake Tahoe. In the long term, it will include taking direct responsibility for managing grants, some for millions of dollars, and overseeing requests for proposals and contracting for a variety of programs throughout the Agency.

The finance department plays an integral role in all aspects of TRPA's work in the Tahoe Basin. This position works closely with the Controller to assist with the monthly close processes, ensuring compliance with financial policies, and relevant legal regulations

Remote/Hybrid work schedule eligible.

### Overall Responsibilities

- Track expenditures for the Tahoe Science Advisory Council and provide contracting, grant invoicing, and work order coordination between universities involved in the Council
- Prepare, manage, and update financial data including budget forecasts and prepare financial status reports for managers and others as necessary
- Assist with quarterly grant request for reimbursements

- Manage mitigation fund tracking, accounting and distribution for local jurisdictions and land banks
- Process Accounts Receivable invoices as requested
- Prepare and update Program Budgets and report on performance against those budgets
- Assist with the Agency's annual budget and financial reports
- Administer contracts including the Request for Proposal (RFP) process, coordinate with Legal to negotiate and finalize contract terms, coordinate all final documents, contract amendments, and contract closeout.
- Assist with the month-end close process including problem solving, reconciling, uploading journal entries for cash receipts from multiple sources
- Calculate and enter standard month end journal entries including workers compensation, admin and overhead, operating transfers, interest allocation, and all recurring journal entries
- Prepare bank reconciliations for all TRPA bank accounts and programs
- Provide audit support for various audit requirements
- Assist with the annual negotiation of the Agency's indirect cost rate.

### Desired Qualifications

BS/BA in Accounting, Finance, Public Administration, or related field with 2 to 4 years of related experience with increasing responsibility. Position requires demonstrated finance and accounting experience in the public or private sectors. Strong administrative, compliance, and project management skills. Strong familiarity with GAAP is highly desirable.

- Experience with month-end close, cash receipts, recurring accounting entries, budgeting, and financial reporting.
- MS Office skills, including excellent Excel skills adaptive to new features and technologies.
- Project management skills including planning, setting and managing milestones, identifying and managing stakeholder relationships, and achieving agreed-on outcomes.
- Demonstrates attention to detail and job focus; organizes and prioritizes well; seeks ethical solutions and results.

- Takes initiative; self-motivates; demonstrates creativity and critical thinking. Can work independently.
- Communicate detailed information effectively both verbally and in writing. Answers questions and clarifies points.
- Works effectively in a team: able to build partnerships and work collaboratively; integrates disparate viewpoints into creative solutions.
- Ability to work effectively in a fast-paced environment, set priorities and meet deadlines.

## COMPENSATION AND BENEFITS

The salary range is \$58,582 to \$86,332. Starting pay is generally between the minimum (\$58,582) and 25th percentile (\$67,832) with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 8.31 hours of Paid Time Off (PTO) accrued per pay period for sick and personal time away. Accruals increase with longevity. Accrue additional PTO (CTO) at the rate 1.5 hours per hour of overtime worked. 13 paid holidays.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Remote/hybrid flexible work schedules
- Dog-friendly employer.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest bi-state regional environmental authority, a one-of-a-kind organization -- not purely federal, state, or local, but a unique hybrid organization --

and a vital avenue working at the crossroad of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.