

ACTA Position Descriptions

01- CHIEF EXECUTIVE OFFICER

REPRESENTATIVE DUTIES

- Oversee the planning, development, implementation and/or construction of the future ACTA projects
- Develop and implement plans and policies approved by the ACTA Governing Board
- Coordinate activities with the Ports and other entities related to ACTA’s goals and mission, including Federal, State and local agencies, and other related organizations
- Coordinate the work of various consultants
- Establish and maintain an effective system of communications with the Board, the public, and the goods movement industry
- Build and maintain relationships with the railroads
- Represent the organization with the press and the public
- Perform other duties, as required

02 - CHIEF FINANCIAL OFFICER

REPRESENTATIVE DUTIES

- Manage and direct ACTA’s financial accounting, analysis and reporting activities, including:
 - Monitor and revise the Program Budget;
 - Prepare and monitor the Annual Budget;
 - Prepare monthly financial statements and related financial analyses including budget-to-actual comparisons;
 - Prepare and file all required financial reports with regulatory and other parties;
 - Control and account for disbursements of funds;
 - Maintain ACTA’s accounting system, Integrated Fund Accounting System (IFAS);
 - Maintain ACTA’s system of internal controls, including accounting policies and procedures;
 - Coordinate the annual financial audit with ACTA’s independent CPAs; and Serve as a liaison with various regulatory auditors and other third parties as required.
- Plan and direct ACTA’s financial and investment activities, including:
 - Monitor and maintain cash flow and liquidity;
 - Supervise activities of the third party Investment Managers;
 - Coordinate activities and maintain relationships relating to the issued revenue bonds and Department of Transportation loan; and
 - Manage the grants function.
- Manage ACTA’s general administrative activities, including;
 - Supervise the human resources function, including payroll administration; and
 - Develop and maintain administrative policies and procedures.
- Advise the Board of Directors on fiscal policy, budget development, financial analysis and debt administration.
- Direct the development of balanced budgets to ensure sufficient cash flow and a balance of revenues for long and short-term requirements.

- Assure timely filing of fiscal reports to government agencies.
- Establish and maintain controls for safeguarding of all assets and prevention of unauthorized expenditures of funds.
- Analyze the financial impact and feasibility of plans for capital, operations and other special project expenditures.
- Assist Executive Management in setting goals and standards, and establishing staffing objectives.

03 - DIRECTOR OF GOVERNMENT & COMMUNITY AFFAIRS

REPRESENTATIVE DUTIES

- Advises management on the potential government and community relations effect of proposed policies and actions;
- Helps management to formulate and modify ACTA’s government and community relations policy;
- Oversees and coordinates ACTA’s relations with the community;
- Supervises and participates in gathering, preparing, and disseminating information about ACTA policies, services, and activities;
- Writes or edits promotional, advocacy, or educational material for use with the community, government, or communications media;
- Manages the production of material such as exhibits, videos, and presentations;
- Participates in community and government relations activities, such as meetings with elected officials and staff, government and public relations officials and staff members, publicity events, and grant and fundraising functions;
- Develops and promotes interest in community and governmental support groups;
- Writes speeches and makes presentations before community, governmental, and other organizations about ACTA activities;
- Prepares ACTA's annual and special government and community relations reports for management and the Governing Board;
- Prepares an annual budget estimate for government and community relations activities and cost estimates for proposed special activities;
- Does other work to meet government and community relations goals, technological changes or emergencies.

04 - PUBLIC AFFAIRS, EVENTS & MEDIA OFFICER

REPRESENTATIVE DUTIES

- Advises management on the potential media, communications and informational impacts of proposed policies and actions;
- Helps management to formulate and modify ACTA’s media, activities, and public communications policy;
- Oversees and coordinates ACTA’s relations with the media;
- Supervises and participates in gathering, preparing, and disseminating information about ACTA policies, services, and activities;
- Writes or edits promotional, advocacy, or educational material for use with the community,

- government, or communications media;
- Manages the production of material such as exhibits, videos, and presentations;
- Participates in media, communications and other activities, such as meeting members of the media, public inquiries, website information, and web based inquiries;
- Manages, organizes, and administers involvement in grant and fundraising functions;
- Develops and promotes media interest in ACTA;
- Writes speeches and makes presentations, and prepares web information about ACTA and its activities;
- Prepares reports for management and the Governing Board related to communications, and media matters;
- Prepares estimates for media and communications activities, and for other proposed special activities;
- Does other work to meet communications and media relations goals, and website technological changes or emergencies.

05 - CONTROLLER

REPRESENTATIVE DUTIES

- Manages or assists in managing, financial administration and planning of accounting activities of ACTA
- Analyzes and makes recommendations on significant financial matters
- Participates in the development of business management reporting, accounting, or cash flow projections
- Applies sound principles and techniques in building and maintaining an effective accounting and financial reporting system
- Coordinates internal and external matters related to grant funding including amendments, updates, close-outs and other grant administration
- Updates and coordinates funding documentation with other agencies (i.e. MTA, Caltrans, and SCAG)
- Reviews monthly financial statements and coordinate completion of financial package for the ACTA Governing Board and web page posting
- Prepares budget impact information for agenda items going to the ACTA Governing Board for approval
- Reviews financial information related to the M & O and Reserve Accounts
- Prepare miscellaneous accounting informational reports as required (examples: Insurance premium analysis and funding matrix)
- Coordinates the preparation of the ACTA Budget
- Provides back up for preparation of monthly financial statements
- Provides back up for completion of year end financial statement adjustments, audit, and reporting

06 - PRINCIPAL ACCOUNTANT

REPRESENTATIVE DUTIES

- Prepare daily journal entries- bank transfers, invoice billing, payroll, adjusting entries.

- Maintain daily cash balance report
- Review monthly reconciled bank and investment accounts and book related journals
- Reconcile payroll on a biweekly basis and book related journals
- Reconcile major balance sheet accounts, Fixed assets, Market value adjustment, Bond issuance costs, Receivables, Prepaid expense, AP accrual, deferred revenue, and Debt service interest accrual, on a monthly basis and book related journals.
- Follow up on outstanding invoices- cost recovery invoices, M&O invoices, and FAR audit billings.
- Coordinate and perform month end closing.
- Prepare monthly financial report package- P&L, balance sheet, cash reports
- Prepare year end audit schedules.
- Assist with budget preparation.
- Prepare governmental reports- Construction Project Report, State Controller Reports.
- Maintain IFAS's chart of accounts: edit/add new object, key, and project codes.
- Notify trustee of M&O and Use fee payments to record payments timely.
- Generate reports as requested.

07 - DIRECTOR OF SYSTEMS, REVENUE AND FINANCE

REPRESENTATIVE DUTIES

- Assist with development of organizational policies related to information technology and track all activities related to information technology projects.
- Assist with oversight of systems development and maintenance activities, data administration functions, hardware/software selection and implementation activities.
- Provide technical support to computer users and specialized technical support for engineering applications.
- Install, support and maintain computer based systems and local/wide area network hardware and software.
- Develop the IT budget, monitor budgetary performance, and make necessary adjustments to achieve budget compliance.
- Prepare a variety of reports on the performance and operation of the functional areas of the department, report on issues and problems involving department activities and recommend a course of action to address identified issues.
- Assist with and implement planning for the short term and long-term technology solutions to address ACTA's business needs.

08 - FINANCIAL SYSTEMS AND PAYABLE MANAGER

REPRESENTATIVE DUTIES

- Monitor receipt of daily revenue data
- Perform the monthly revenue determination process, and ensure accuracy of variance database
- Complete quarterly reconciliation process and prepare detailed back-up for invoice
- Review and analyze railroad quarterly invoice inquiries and requests

- Prepare and maintain monthly management reports
- Monitor railroad container count trend
- Run and download system files for distribution to railroads
- Analyzes existing records and procedures
- Determines the feasibility of data and revenue processing requests
- Designs and participates in the implementation of systems changes, modifications, upgrades and implementations
- Review, coordinate, and produce Authority checks
- Serves as accounts payable lead in supervising regular payment processing

09 - ACCOUNTS PAYABLE TECHNICIAN

REPRESENTATIVE DUTIES

- Responsible for the processing of all accounts payable activity within the Integrated Fund Accounting System.
- Responsible for the identification and proper handling of all contract, retention and encumbrance related invoices.
- Review invoices for accuracy and completeness, perform mathematical calculations as necessary, including computations of sales tax, discounts and retention.
- Responsible for the proper account code designation and processing of expenditures related to condemnation deposits, wire transfers, escrow payments, bond proceeds among other governmental funding sources.
- Setup and maintain all contracts, contract task orders, work orders, and encumbrance activity within the IFAS system.
- Responsible for the establishment and maintenance of the Person Entity (IFAS vendor database) and check management databases.
- Assist in the preparation of year-end accruals, balance sheets, income statements and yearly tax filings.
- Responsible for processing bid document payments and condemnation deposits.
- Assist with schedule preparation for annual budget.
- Assist accounting manager with processing the weekly check run.
- Process 1099's at year-end.

10 - ADMINISTRATIVE MANAGER

REPRESENTATIVE DUTIES

- Advises management and employees regarding benefits, regulations, and statute provisions, training opportunities, service credit, job opportunities, and employee rights;
- Meets with management, employees, and attorneys to discuss and resolve personnel issues;
- Investigates and recommends solutions for a variety of personnel and related administrative matters including compensation, benefits, employee relations matters, work simplification, space allocation, staffing, and worker's compensation issues;
- Investigates, analyzes, and prepares correspondence on pertinent issues related to personnel matters including preparation of routine periodic requests and reports;

- Reviews and makes recommendations for improvement of work methods, procedures, and personnel policies and human resources activities;
- Organizes, develops, and conducts benefit and human resource training programs;
- Advises management on the development and implementation of equal employment opportunity programs, and reviews programs, policies, and procedures for their equal employment opportunity impact;
- Conducts counseling, and entrance and exit interviews;
- Plans and implements recruitment programs for a variety of positions;
- Reviews and analyzes new and changing benefit and personnel legislation;
- Administers and monitors employee benefits such as deferred compensation, medical, dental, vacation and sick leave;
- Assists in conducting investigations on employee benefit and disciplinary matters;
- Acts as a departmental EEO, ADA, Sexual Harassment, and/or Sexual Orientation Discrimination Coordinator;
- Designs forms and assists in their implementation, utilization, and control;
- Prepares requisitions for equipment and expense items, and maintains equipment inventories;
- Prepares and evaluates requests for proposal, and administers and monitors contracts;
- Supervises subordinate personnel;
- Periodically updates policy and procedures manuals.