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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Transit Department | CLASSIFICATION: | 046 |
| SUPERVISOR: | Transit Program Administrator | SALARY RANGE: | 23 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Participate in accounting and financial record keeping functions for the Department. Perform a variety of duties, reviewing financial transactions and preparing statements and reports. Do other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage and prepare requests for funds (grant and otherwise), expenditure and accountability reports related to transit funding. Maintain and reconcile Department budget with all federal, state and local funders and in compliance with funder policies and requirements.

Assist the Transit Administrator with budget preparation and grant analysis/administration. Participate in the development and installation of fiscal systems, office procedures and methods consistent with funder laws, rules and regulations.

Manage and perform data entry, tracking, report compilation and interface with spreadsheets, contract and grant agreements.

Maintain accurate fiscal records. Process all financial transactions for accounts payable, accounts receivable and cash deposits. Prepare, type and/or edit correspondence, memos, reports for the department. Maintain accurate filing system relating to department activities.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Transit Administrator who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in a related field plus at least three years experience in finance, accounting and bookkeeping work which must include some

prior experience working with grant funding. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices and procedures. Knowledge of DOT regulations, state and federal rules and regulations relating to the funding of transit systems. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management. Advanced knowledge of the use of computers and business software, such as spreadsheets, database, word processing and skill in the accurate use of these programs.

Ability to process financial data with consistent accuracy. Ability to communicate professionally and effectively in both written and oral form. Ability to identify confidential issues and maintain the appropriate level of confidentiality. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to respectfully meet requests for information and task completion from a diverse clientele in a timely manner. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance coverage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically, general office environment, however the employee in this position may be required to attend meetings and occasionally attend evening meetings.