

Intercity Transit
JOB TITLE: Accounting Assistant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Finance and Administration	DIVISION: Finance	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Finance Manager	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21
SUMMARY: Provides staff assistance and a variety of administrative and data entry duties in support of the Finance and Administration Department.		
DISTINGUISHING CHARACTERISTICS: As an Assistant performs specialized tasks in support of payroll, accounts payable, accounts receivable, and reception. Work performed is within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Enters payroll and accounts payable information daily and/or biweekly into databases.	Weekly 10% (B2)
2.	Prepares payroll earnings statements, AP checks, and AR invoices for distribution/mailing.	Weekly 10% (A1)
3.	Prepares bank reconciliations for Imprest and advance travel checking accounts. Balances, reimburses and reconciles accounts.	Monthly 10% (B2)
4.	Develops and maintains efficient manual and automated filing system in accordance with general record keeping procedures and routines for all vendor files; retrieves documents and information as needed. Files purchase orders and end of year files	Weekly/ Monthly (10%) A1
5.	Enters redeemed and voided warrants into databases.	Monthly 5% (A1)

Intercity Transit
JOB TITLE: Accounting Assistant

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
6.	Balances, empty's, and fills change machine and dispensing safe. Runs reports to reconcile safe monies and determine refill needs from bank.	Weekly 5% (A1)
7.	Consigns agency transit passes and tickets.	Monthly 5% (A1)
8.	Assists with counting weekly farebox; processes and handles cash and transit passes.	Weekly 10% (A1)
9.	Coordinates and maintains records of bike locker rentals, works with Facilities staff for locker inspections; notifies customers of overdue rent and locker closures.	Weekly 5% (B2)
10.	Prepares agency bank deposits, including reconciling Vanpool program receipts and payments, prepares Treasurer's receipts for payments, maintains Petty Cash fund; processes requests and assists employees as needed.	Daily 30% (A1)
11.	Serves as back-up for processing agency out-going mail	As needed (A1)
12.	Performs other duties of a similar nature.	As Required
13.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Basic mathematical concepts;
- Money handling procedures;
- Reconciling bank statement procedures;
- English language, grammar, and punctuation.

Intercity Transit

JOB TITLE: Accounting Assistant

Skills (position requirements at entry):

Skill in:

- Using computers and related software applications;
- Providing customer service;
- Data entry;
- Filing;
- Keyboarding;
- Reconciling accounts;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Performing mathematical calculations;
- Preparing a variety of reports and other related written correspondence and materials;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, agency staff, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force weekly and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by CDiRito 12/3/12

Final: 12/13/12 CD

Revised 3/2015 Accounting/HR re-org (front desk responsibilities switched to HR) CD