



## JOB ANNOUNCEMENT

**ACCOUNTING TECHNCIAN – PART TIME (25 hours weekly)**

**FINAL FILING DATE: 4:00 P.M. – FRIDAY SEPTEMBER 2, 2016**

---

### SUMMARY OF RESPONSIBILITIES

Under general supervision, the **Accounting Technician** performs technical and clerical financial duties for the Napa Valley Transportation Authority (NMTA); records, reviews and reports on financial transactions; processes accounts payable and accounts receivable; maintains and tracks financial information in manual and automated systems; and performs other related duties.

The incumbent performs the full array of duties within the area of assignment. Work is generally at a technical level, requiring an incumbent to have knowledge of accounting practices and procedures, but not the amount of theoretical depth required of a professional accountant. The incumbent must be able to multi-task, meet work deadlines and work independently and as part of a team, even under stressful situations.

---

**Salary Range:** \$33,881 – \$41,004 annually

**FLSA Exempt:** Non-Exempt

**Benefits:** CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NMTA does not participate in Social Security.

457 Deferred Compensation Plan (Employer contributes up to a \$1000 annual match)

Employer Paid CalPERS Health\*

Employer Paid Dental and Life insurance\*

Employer Paid Employee Assistance Program\*

Twelve to twenty-six (12-26) days of vacation annually\*

Seven (7) paid holidays per year\*

Twelve (12) sick days earned per year with unlimited accrual\*

Twenty-eight (28) hours of personal leave per fiscal year\*

\*pro-rata basis, proportional to full-time employment

## ESSENTIAL FUNCTIONS

*Duties may include, but are not limited to, the following:*

1. Performs a variety of technical accounting support duties in the preparation, maintenance and processing of accounting records and financial transactions.
2. Processes accounts payable; receives and reviews invoices for payment; verifies that goods or services were received; resolves vendor/contractor billing disputes; acts as agency representative for billing issues/inquiries; codes invoices to the appropriate budget unit/account(s); processes invoices for required signatures and approvals; prepares general ledger journal entries using manual entry forms or automated computer system; and works with the County of Napa Auditor-Controller staff regarding interagency accounting issues.
3. Processes contract payment claims; reviews the contract language to ensure that request for payment is in compliance with the agreement; creates and maintains spreadsheets or other tools to track contract payment status; routes contract claims to the Contract Administrator for accuracy and completeness, then to the appropriate managers for final review and approval.
4. Processes accounts receivable; receives and codes checks or cash receipts with appropriate budget information and backup documentation; prepares journal entry into a manual or automated system; delivers deposits to the County Treasurer's Office.
5. Tracks and reconciles transit-related deposit information from various sources; tracks pass sales made with cash, check, or credit cards; reconciles County Treasury deposit reports with the daily reports received from the transit contractor by comparing the reports to declared farebox value and actual farebox value.
6. Tracks and maintains expense and revenue data in manual and/or automated systems; runs automated reports to check the entry dates, the amount of the expense or revenue, and the general accuracy of the data.
7. Periodically reviews General Ledger entries to ensure the accuracy of postings; makes correcting journal entries as needed to ensure accurate reporting.
8. Posts journal entries for all bus pass purchases to the appropriate farebox revenue account.
9. Prepares a quarterly invoice to the transit service contractor seeking reimbursement for various charges not covered under the main invoice. Calculates quarterly invoice from Board of Equalization for diesel taxes.
10. Provides technical accounting support to assists with the year-end closing; gathers and tabulates data to assist with the preparation of annual reports and audits.
11. Performs basic technical research; composes routine correspondence; may prepare routine manual or automated reports including account status reports.
12. Makes journal entries and corrects account problems as necessary within limits of authority; reconciles bank accounts and credit card statements; may recommend procedural changes to improve efficiency and accuracy.
13. Explains routine accounting processes and systems to staff, the public and vendors requiring the use of moderate judgment and the interpretation of standard policies, rules or procedures.
14. May provide technical assistance to the audit team during its review; may assist with bi-weekly payroll administration as needed; may perform special projects; may order supplies as assigned.

15. Maintains historical records and documents through filing system.
16. Disburses petty cash by recording entry; verifying documentation.
17. May supervise the work of subordinate clerical employees as assigned.
18. Performs related duties as assigned

## **QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university, including at least 12 units in accounting.

Experience: One year of responsible technical administrative experience in public sector accounting and finance. Additional experience may be substituted for the required education on a year-for-year basis.

## **REQUIRED KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- The principles and practices of bookkeeping as well as basic principles, practices, and techniques of technical accounting work pertaining to the processing of accounts payable, accounts receivable, and general account maintenance.
- Proficiency in MS Office, including the ability to perform Excel functions and advanced Enterprise Resource Management software
- Methods of compiling, computing and presenting statistical information.
- Record-keeping principles and techniques, including filing systems and procedures.
- Basic organizational and financial structures of public agencies including the role of an elected Board and volunteer committee and commission members.
- Routine accounting practices associated with payroll processing, including the payment of state and federal tax liabilities, garnished wages, retirement and health benefits.
- Modern office procedures, practices, and equipment, including computers and applicable software. Basic mathematics; basic spelling, punctuation and grammar.
- Principles and techniques of effective oral and written communications.
- Basic principles and practices of effective supervision.

*Ability to:*

- Read, understand and apply written regulations and other job-related materials.
- Understand and follow detailed instructions.
- Code and sort items into categories.
- Review financial information for accuracy and procedural conformance.
- Maintain confidentiality of information.
- Perform multiple tasks simultaneously.
- Make decisions exercising moderate independent judgment.
- Perform tasks in compliance with policies and procedures.
- Recommend solutions to technical administrative problems.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.

- Supervise subordinate staff if assigned.
- Operate a personal computer with word processing, spreadsheet, and database programs.

### **PHYSICAL DEMANDS**

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds and handle office equipment.

### **REQUIRED LICENSES OR CERTIFICATES**

Possession of a valid California driver's license is required within 3 months of hire.

### **APPLICATION PROCESS**

A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559 by **4:00 p.m., Friday, September 2, 2016**. Additional information regarding the application, job description and benefits can be found online at <http://www.nvta.ca.gov/careers-0>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

### **SELECTION PROCESS AND TENTATIVE SCHEDULE:**

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the selection process. The selection process may consist of a practical/simulation exam (pass/fail), an oral interview, and the department interview. **Tentative Schedule – Practical/Simulation Exam and Oral Board – Week of September 26, 2016 and pending certification, a Department Interview – week of October 3, 2016.**

### **Other Important Information:**

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application will not be accepted. Applications will be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

A completed NVTA application, along with any required documents to be submitted with your application (certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: [jobs@nvta.ca.gov](mailto:jobs@nvta.ca.gov).