

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to work with numbers

Ability to work with employees at all levels of the organization

Ability to explain accounting concepts to non-accounting personnel

Ability to perform complex account analyses

Ability to meet frequent and multiple deadlines

Knowledge of:

General accounting concepts

Accounts payable

Accounts receivable

Payroll including state and federal tax requirements

Computerized accounting systems

Microsoft Word and Excel

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Finance and Grants Manager

Position coordinates with:

All LAVTA staff

LAVTA's contract service provider and other outside vendors

QUALIFICATIONS

Requires an AA or BA degree in accounting or related field or two years of relevant experience.

COMPENSATION

\$48,557 - \$67,979 annual salary range

BENEFITS

Retirement

- CalPERS (California Public Employees' Retirement System) – Plan and employee contribution dependent on any prior qualifying employment
- Authority does not contribute to social security

Annual Leave

- 176 hours of general leave time for years 1-5
- 216 hours of general leave time following the fifth year
- 12 paid holidays per year

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Insurance

(With one possible exception for health care for which the employee may be responsible for partial payment for coverage, Authority pays employer AND employee contribution for all insurance coverage)

- Employee and dependent health care is provided through CalPERS
- Employee and dependent dental and vision coverage
- Disability insurance
- Life insurance at 1 ½ times the employee salary

Additional Benefits

- Professional Development – Authority pays for expenses for attendance at professional meetings in accordance with Board adopted budget