LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

This position is open until filled. The first filing deadline is September 18, 2015. Please submit a cover letter, resume, five work-related references and current salary to the attention of Beverly Adamo. Documents may be submitted via email to resumes@lavta.org, mailed to LAVTA, 1362 Rutan Court, Suite 100, Livermore, CA 94551, or faxed to 925.443.1375

POSITION: ACCOUNTING ASSISTANT

CLASSIFICATION: Non-Exempt, Full-Time Position

BRIEF POSITION DESCRIPTION

Under supervision, the Accounting Assist is responsible for maintaining the accounts payable, receivable, payroll, inventory, and other accounting records for the agency.

SPECIFIC DUTIES AND RESPONSIBILITIES

70% Perform all routine accounting activities

- Under supervision, responsible for all aspects of accounts payable including reviewing invoices, entering invoices into the accounts payable system, processing checks (at least twice per month), working with vendors to resolve discrepancies, preparing 1099 forms and state quarterly reports, and reconciling accounts.
- Under supervision, responsible for depositing all non farebox revenue in the agency bank account including tracking and safekeeping funds for deposit and reconciling the revenue accounts.
- Under supervision, responsible for the control of the fare media both the inventory and the billing and delivery of tickets to vendors.
- Under supervision, responsible for all aspects of agency payroll including processing monthly paychecks and preparing quarterly and annual reports and providing W-2 forms to employees.
- Billing of ticket vendors, and those under a concession agreement.
- Maintain accounting files.

20% Provide support to the Administrative Services Department

- Perform accounting tasks to in preparation for year end financial reconciliations.
- Perform tasks relevant to fare collection including daily reports and revenue reconciliation.
- Assist in administration of CalPERS and other benefits programs, including addition and deletion of active employees.
- Provide backup to Administrative Assistant when needed.

10% Other duties as assigned

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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

OUALIFICATIONS

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