

**Intercity Transit**  
**JOB TITLE: Accounting Specialist**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>2</b>
<b>DEPARTMENT:</b> Finance and Administration	<b>DIVISION:</b> Finance	<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISION RECEIVED FROM:</b> Finance Manager	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> B22
<b>SUMMARY:</b> Performs accounting support activities in the Finance Division including payroll, accounts payable, and accounts receivables.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs specialized tasks in support of payroll, accounts payable, and accounts receivable. As a Specialist, performs specialized and specific activities requiring knowledge of the payroll and accounting field. Individual responsibilities are not inclusive of all finance areas and work performed is within general parameters.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Accounts Payable: Maintains and processes accurate and timely accounts payable processes in compliance with Agency and State laws; assigns purchase order numbers; audits and reconciles invoices and purchases; reconciles cash requirement journal with cash disbursement and updates; responds to AP questions; monitors check printing process and related reports; transfers data from Fleetnet system to personal computer for County Treasurer transfer amount; processes 1099s and updates and prepares related reports.	Daily 35% (B2)
2.	Payroll: Enters daily and biweekly payroll information into Fleetnet system; processes time sheets and leave request slips; enters and audits benefits; maintains leave and holiday records; prepares and audits weekly overtime calculation report; prepares and audits balance sheet for biweekly payroll and transfer to County Treasurer; performs check printing and types benefit checks; maintains payroll related files; transfers data to personal computer to facilitate modem transfers to Vanguard and ICMA accounts; conducts month-end updates from the journal to the general ledger accounts and runs related reports. Processes/prints year-end payroll reports, 1099 forms, and W2's; prints and distributes employee summary statements.	Daily 35% (B2)

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3.	Accounts Receivable: Receives all System income funds; prepares transaction receipts; deposits funds into appropriate accounts; reconciles records. Prepares weekly deposits for OTC pass sales; balances Customer Services sales money; deposits funds and reconciles records. Prepares monthly pass outlet invoicing and other miscellaneous billing; calculates billing totals and run reports to balance; prints and mails out invoices.	Weekly 10% (A1)
4.	Responsible for inventory and consignment of all Agency passes and tickets; performs monthly inventory counts; consigns and delivers passes to outlets; balances pass and ticket sales/returns to original distribution; conducts periodic audits and maintains pass and tickets inventory ledger. Maintains Free Ride passes for promotional campaign.	Weekly 5% (A1)
5.	Records weekly fare box deposits, AR deposits, and NSF checks; performs weekly and month-end transfers to County; notifies County Treasurer of incoming funds from wire transfers from Sales Tax. Performs weekly fare box and quarterly audit counts.	Weekly 5% (A1)
6.	Maintains inventory of corporate credit cards; audits all travel vouchers and process; audits/reconciles source documents to monthly statement; researches and corrects as appropriate; processes for payment.	Weekly 5% (B2)
7.	Petty Cash Fund: Maintains petty cash fund; processes requests; audits and reconciles fund; assists employees as needed.	Weekly 5% (A1)
8.	Performs other duties of a similar nature or level.	As Required
9.	Must meet regular time and attendance standards.	Always

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**Knowledge** (position requirements at entry):

Knowledge of:

- Accounts payable practices;
- Accounts receivable practices;
- Payroll practices;
- Customer service principles;
- Money handling procedures;
- Bank statement reconciliation procedures;
- Basic mathematical concepts.

**Skills** (position requirements at entry):

Skill in:

- Reconciling accounts;
- Providing customer service;
- Processing payroll, accounts receivable, and/or accounts payable;
- Handling and balancing cash sources;
- Keyboarding;
- Performing mathematical calculations;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, vendors, and the general public sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associates Degree in a related field and three years of directly related accounting or bookkeeping 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):

None Required.

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, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally 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.

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**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/16/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR