

**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> Administrative Services	<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, accounts receivable, and cash receipting.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs specialized tasks in support of payroll, accounts payable, accounts receivable, and cash receipting. 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. <i>The assignment of specific essential functions to Specialists will vary according to areas of individual expertise and Agency needs.</i>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	<i>Accounts Payable:</i> Maintains and processes accurate and timely accounts payable in compliance with Agency and State laws; assigns purchase order numbers; audits and reconciles invoices and purchases; responds to AP questions; monitors check printing process and related reports; prepares EFT/ACH transfers and data transmission to the County Treasurer; processes 1099s and updates and prepares related reports.	Daily 35% (B2)
2.	<i>Payroll:</i> Enters daily and biweekly payroll information into the payroll 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; maintains payroll related files; prepares EFT/ACH transfers; conducts month-end updates from the journal to the general ledger accounts and runs related reports. Processes/prints year-end payroll reports and W2's; prints and distributes employee summary statements.	Daily 80% (B2)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	<i>Accounts Receivable:</i> Receives funds from various sources; prepares transaction receipts; deposits funds into appropriate accounts; reconciles records. Prepares weekly deposit for pass sales; balances Customer Service sales money; deposits funds and reconciles records. Prepares monthly pass outlet invoicing and other miscellaneous billing; calculates billing totals and runs 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.	Weekly 5% (A1)
5.	Records all monies received including weekly fare box deposits, AR deposits, NSF checks, and Vanpool receipts; notifies County Treasurer of incoming ACH/EFT funds. Performs weekly and monthly fare box processing.	Weekly 5% (A1)
6.	Maintains inventory of corporate credit cards; audits all travel vouchers; audits/reconciles source documents to monthly statement; researches and corrects as appropriate; processes for payment.	Weekly 5% (B2)
7.	<i>Petty Cash Fund:</i> 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

<p><b>KNOWLEDGE</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Accounts payable practices;</li> <li>• Accounts receivable practices;</li> <li>• Cash receipting practices;</li> <li>• Payroll practices;</li> <li>• Customer service principles;</li> <li>• Money handling procedures;</li> <li>• Bank statement reconciliation procedures;</li> <li>• Basic mathematical concepts.</li> </ul>
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**SKILLS** (position requirements at entry):

- 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;
- 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 30-40 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.

**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

Revised: 2/2018 clean-up of duties and wording - smh