



## **JOB ANNOUNCEMENT**

**JOB TITLE: ACCOUNTING TECHNICIAN**

**FINAL FILING DATE: 5:00 P.M. – FRIDAY, JANUARY 21, 2011**

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### **SUMMARY OF RESPONSIBILITIES:**

The **Accounting Technician** is responsible for the preparation, maintenance and review of accounts payable and accounts receivable for project operated and managed by the Solano Transportation Authority (STA). The Accounting Technician performs technical support work for the Authority such as accounts payable and work order processing, accounts receivable and cash receipts processing, payroll processing, and performs other related work as assigned.

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Department:                    Operation Management/Administration  
FLSA Exempt:                    No

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**Salary Range:**                **\$4,008 - \$4,871 per month.** Salary will be determined by overall qualifications.

**Benefits:**                      PERS Retirement 2% @ 55 (Employer pays 7% employee contribution)  
401a Plan in lieu of Social Security  
Employer paid PERS health insurance  
Employer paid dental, vision, and life insurance  
Fourteen paid holidays and twelve days sick leave  
Ten days annual vacation accrual during the first five years

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Accounts Payable Processing:**

- Receive emails or verbal purchase request/quotes from department staff for goods/services
- Assure transactions approved comply with the Procurement Policies, and have budget allocation
- Prepare a Purchase Order Request (POR); assures receipts of goods/services by comparing invoices to purchase orders/contracts
- Verify mathematical accuracy of invoices; Record transactions in the database and matrixes; Prepare POR batch submittal to the City of Vacaville
- Reconcile total amount and number of invoices to the batch submitted; offline accounting records and subsidiary ledgers to the City of Vacaville EDEN Accounting System
- File paid invoices and other supporting documents; Maintain accounts payable disbursements file system

**STA is an equal opportunity employer.**

**Accounts Receivable and Cash Receipts Processing:**

- Record Accounts Receivable in the database from the reimbursement billings generated for the different funding sources
- Prepare bank deposit slip to be deposited at the City of Vacaville, and to the extent possible, deposit checks the same day
- Reconcile checks received to the accounts receivables in the database
- Prepare and submit reimbursement billings, including the Annual Members Contribution, Federal Lobbying cost reimbursement from selected member cities, the Solano Napa Commuter Information (SNCI) funding from the Metropolitan Transportation Commission (MTC) Regional Rideshare Program (RRP), the Transportation for Clean Air (TFCA) Program, the Eastern Solano Congestion Mitigation and Air Quality (ECMAQ) Program, and other fund sources reimbursement billings
- Maintain cash receipts and accounts receivable files
- Reconcile Petty Cash

**Payroll Processing:**

- Review all timesheets for mathematical accuracy, dates, vacation and sick leave availability, leave slips, and other required supporting documentations
- Prepare spreadsheet to recap the hours charged to each projects and programs to identify budgets allocation
- Scan all the timesheets for the electronic submittal to the City of Vacaville for check processing
- Reconcile the hours recorded in the payroll checks with the spreadsheet previously prepared for accuracy of the data input; Record in the database for project and program reimbursement billings the Labor Distribution Report from the EDEN System
- Generate ad-hoc payroll queries and reports; and maintain the payroll files

**Provide primary support to the Accounting & Administrative Services Manager and Other duties as assigned:**

- Assist during program monitoring and funding source compliance audits
- Assist in the preparation for the preliminary and regular annual audit
- Recommend better methods or innovations of Accounts Payable Processing, Procurement Processing, and Payroll Processing that could enhanced and emphasize improvement to the internal control process
- Maintain fixed assets inventory listing and surplus of out-dated office equipment
- Back-up for the front desk coverage in the absence of the Administrative Assistant
- Schedule and coordinate the office equipment maintenance and repairs, including the STA van; and
- Other tasks and duties assigned deemed necessary in STA's operation

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- This position requires an Associates or Bachelors Degree in Finance or Accounting or college level accounting education from an accredited college or university with major course work in accounting, finance or a closely related field. Must have a minimum of five (5) or more years progressive financial experience, preferably in a public or municipal accounting organization.

**KNOWLEDGE AND SKILLS:**

In addition to the experience and education described above, the position requires:

- Knowledge with general accepted accounting principles and practices and interrelationships of accounting, auditing, sound fiscal management, and knowledge in fund accounting
- Exhibits ability to analyze data and form reliable conclusions
- Computer spreadsheet applications and computerized data processing
- Advance skills in Microsoft Office, with knowledge of Access database system
- Must have excellent communication and interpersonal skills
- Must be organized, accurate and detailed-oriented
- Must work well within a group and cross-functionally
- Modern office methods, practices, procedures, and standard office equipment operation

**ABILITY TO:**

- Understand, interpret and apply complex accounting practices, principles and guidelines in work performed
- Effectively manage assigned operations and work tasks
- Prepare clear, concise and accurate financial/statistical reports, correspondence and other written documents
- Identify problems with data and reports, and develop appropriate solutions
- Communicate clearly and effectively, orally and in writing
- Develop and maintain cooperative working relationships with other employees representatives of various public and private agencies, and the general public
- Operate a variety of financial and word processing computer software at a proficient level
- Work with minimum supervision

**PHYSICAL DEMANDS:**

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. 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, drive a van and handle office equipment. Must have valid California Class C driver license and have a satisfactory driving record.

**DRIVING REQUIREMENTS:**

Driving of personal and STA vehicles is necessary as other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

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**APPLICATION PROCESS:**

A completed Solano Transportation Authority Employment Application must be received by the Human Resources at One Harbor Center, Suite 130, Suisun, Ca. 94585 by **5:00 p.m., Friday, January 21, 2011**. Additional information regarding the application, job description and benefits can be found online at [www.solanolinks.com](http://www.solanolinks.com). Application packets may also be requested in-person at the above address. Resumes **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 exam (pass/fail), an oral interview and the department interview. Tentative Schedule - **Practical exam and Oral Board – Tuesday, February 1, 2011 and pending certification a Department Interview - Monday, February 7, 2011.**

**Other Important Information:**

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

If you believe you may need accommodations during the testing process, please contact the Human Resources at (707) 424-6075. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

If the recruitment requires documents to be submitted with your application (certifications, DMV printout, etc), these can be submitted in one of several ways: 1) faxed to the HR Department at 707-424-6074, or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun, CA 94585 or Email to [humanresources@sta-snci.com](mailto:humanresources@sta-snci.com).