



Title: Accountant I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to process accounting information for the District. This is accomplished by utilizing governmental accounting principles and practices and adhering to federal transit requirements to review information, including summarization, analysis, interpretation, and representation in a different format.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Maintains, reviews, and updates assets on the general ledger by locating and tagging fixed assets, checking asset values, creating master records, reconciling fixed assets, validating project cost impact and posts project costs, reviewing needed reconciliation corrections, and providing direction for fixed asset modules.	35%
2	S	Tracks fixed assets by entering data and organizing electronic files, coordinating and directing physical inventory of fixed assets, keeping track of data and statistics, and maintaining accurate and up-to-date files and records.	15%
3	S	Prepares procedure manual for fixed assets by recommending change of procedures if current procedures are out-of-date.	10%
4	S	Prepares daily summary reports of transactions and other reports and worksheets by reviewing the general ledger system and assists with year-end audit by preparing audit papers.	10%
5	S	Conducts administration, record keeping, procedures, and processes of specific projects or programs by carrying out required processes and procedures and creating necessary forms and reports.	20%
6	S	Ensure daily currency deposit slip agrees to the receipts from the bus and LR daily total reports. Ensure revenue cash/coin worksheet agrees with Revenue Center daily summary sheet; complete sales and inventory reconciliation for all LR station cash hoppers. Provide daily cash deposit report to Accounting.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance Business Administration, Public Administration or a closely related field.</p> <p>Substitution of experience for the required education is not accepted.</p>
Experience	A minimum of one (1) year of professional accounting experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has very limited fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none">• General knowledge of Generally Accepted Accounting Procedures (GAAP).• GAAP Rules regarding, the capitalization of fixed assets, write offs, disposals, etc.• Transit requirements for capitalization and reimbursements.• FASB and GASB accounting pronouncements.

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none">• Record, track, roll forward fixed assets, determine funding sources, evaluate gains loses, when fixed asset is sold, determine if funds should be returned.• Perform grant reconciliations to determine whether draw downs, billings, SAP reports, and settled amounts are correct.• Perform developer fee reconciliation.• Verify proper accounting of transactions.• Research fixed asset module problems and test possible configuration solutions.• Perform research on accounting issues.• Learn the District’s standard operating procedures.• Read, understand, and interpret detail in graphical and tabular formats.• Prepare monthly journal entries and reconciliations for various Balance Sheet Accounts• Analyze revenue and expense accounts to and provide fluctuation analysis• Work with others to determine expense category.• Read, understand, and interpret detail in graphical and tabular formats.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light-	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	N	
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	N	
Reaching	O	For supplies; for files
Handling	O	Paperwork; monies
Fine Dexterity	C	Computer keyboard; telephone keyboard; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading; computer screen
Hearing	R	Communicating via telephone/radio; to co-workers/public
Talking	R	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fax machine and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.