

TRANSPORTATION ACCOUNT SPECIALIST

Class Code: 7164

TITLE: Transportation Account Specialist
Grade 16

REPORTS TO: Director Transportation

SUPERVISES:

JOB FUNCTION: Perform a variety of responsible clerical accounting duties for The Transportation Department; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

DUTIES AND RESPONSIBILITIES:

- Maintain a set of financial records related to the Department of Transportation, including accounts payable/receivable, budget, school accounting, or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Submit accident reports to fleet insurance company; maintain vehicle inventory for fleet insurance; removing and adding vehicles necessary.

TRANSPORTATION ACCOUNT SPECIALIST

DUTIES AND OTHER RESPONSIBILITIES (CONT.):

- Input financial and statistical information into an automated accounting system.
- Order fuel for fleet operations.
- Operate a variety of office equipment including typewriter, calculator, copier, computer terminal.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.

ABILITY TO:

- Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Perform statistical typing accurately.

TRANSPORTATION ACCOUNT SPECIALIST

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and one year experience in maintaining automated financial and statistical records.

LICENSES AND OTHER REQUIREMENTS:

Must take all required clerical assessments and earn a passing score.

Original Date: 01/1999

Revision Date: 12/2003

Revision Date: 07/2001

Revision Date: 07/2012