



Transportation Corridor Agencies

ACCOUNTANT, TOLLS

POSITION SUMMARY:

Under general supervision, perform technical and analytical duties involved in the preparation of monthly journal entries and processing of cash receipts, monitoring and reporting on toll traffic and revenue, reconciling interoperable toll transactions, processing and other toll-related reports and reconciliations, and perform other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Reconcile Host transactions and Service Center activity; identify reconciliation issues and work with Host or Service Center for proper resolution.
- Produce timely and accurate Traffic & Revenue reporting on a daily, weekly, and monthly basis. Work with teammates to quality check monthly reporting and investigate issues to produce accurate results.
- Process cash receipts.
- Prepare and process monthly toll journal entries.
- Perform monthly balance sheet and bank reconciliations.
- Prepare weekly and monthly interoperability invoicing and review other tolling agency invoices; monitor collections and resolve or report issues.
- Process weekly and monthly toll revenue transfers.
- Update procedures and processing spreadsheets based on new or additional requirements.
- Create new business analytics and spreadsheet-based tracking systems or ad hoc analyses and make proper interpretations, conclusions, and recommendations for action as required.

MINIMUM QUALIFICATIONS

Experience and Education Required:

3+ years of general accounting experience.

Associate's degree in a related field or high school graduate with a vocational certificate in accounting, business, or finance.

Required Knowledge of:

- Revenue accounting principles and practices.
- Data entry, verification, records management, and filing techniques.
- Research methods and techniques.
- English usage, grammar, spelling and punctuation.

Skills and Abilities:

- Operate personal computer including word processing, spreadsheet, and financial software applications.
- Enter, balance, and reconcile accounting entries.
- Work independently and in teams.
- Effectively manage multiple tasks often under tight deadlines and reporting requirements.
- Establish and maintain effective relationships with staff and contractors.
- Work cooperatively with all departments and outside agencies.
- Apply and follow department practices and procedures.
- Compose, type, proofread, and edit documents.
- Prepare clear, concise, and complete reports and correspondence.

COMPENSATION AND BENEFITS

TCA is prepared to offer a competitive salary in the range of \$67,095 – 93,932 annually, depending on education and qualifications. In addition, we offer an excellent benefits package that includes the following:

- **Pension Plan** – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.
- **Deferred Compensation** – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

- **Medical, Dental, and Vision Insurance** – TCA offers medical, dental, and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee’s start date.
- **Life and Accidental Death & Dismemberment (AD&D) Insurance** – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.
- **Short- and Long-Term Disability Insurance** – Short-term disability is paid by TCA. Long-term disability is available at a nominal rate.
- **Holidays** – Twelve days per year including 10 fixed holidays and two floating holidays that are chosen by the employee (with approval from management). Number of floating holidays are given based on start date.
- **Comprehensive Annual Leave (CAL)** – CAL hours provide paid time off for rest and relaxation, personal or family illnesses, and personal business based on years of service. Employee can accumulate up to two times their annual accrual rate. Employees can sell CAL hours quarter if they maintain 168 accrued hours.
- **A “Flex” 9/80 Work Schedule** that includes every other Friday off.