



Transportation Corridor Agencies™

Sr. Accounting Clerk

POSITION SUMMARY:

Under general supervision, perform accounting support and administrative work in the preparation, processing, and maintenance of accounting and financial records, including bank reconciliations and accounts payable transactions; prepare accounts payable, accounts receivable, and payroll reports; and perform other work as required. This role is intended to be a backup and support to the payroll function and therefore payroll experience is preferred.

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.

ACCOUNTS PAYABLE

- Receive and review accounts payable invoices, assign account numbers, make allocations based on budget or contract, enter information into computerized accounting system, answer questions, and resolve problems with vendors.
- Verify that complete documentation has been received from vendor. Organize file for circulation and review, obtain required approvals and signatures, and distribute payments to vendors.
- Ensure that calculations on invoices are accurate and in accordance with the contract specification schedules and notify the applicable department when the discrepancies are identified.
- Maintain effective relationship with other departments to obtain necessary information, approvals, signatures, and reports as required.
- Ensure that accounting transactions are conducted in an accurate and timely manner in accordance with department policies and procedures, legal requirements, and management practices.
- Track daily banking activities, reconcile discrepancies, and maintain accurate cash balances.
- Create and maintain informational spreadsheets as requested by management.
- Input data including journal entries into the computerized accounting system.

- Support routine activities such as cashbook maintenance, positive pay uploads, W9 and 1099 filing.

KNOWLEDGE:

- Accounts payable and accounts receivable procedures
- Data entry, verification, record management and filing techniques
- Complaint resolution methods and techniques
- Research methods and techniques
- English usage, grammar, spelling, and punctuation
- Payroll knowledge is preferred

ABILITIES:

- Apply and follow department practices and procedures
- Schedule, organize, and complete work in accordance with deadlines
- Ability to work well with all levels of internal management and staff, as well as contractors and vendors
- Ability to work independently and in teams
- Enter, balance, and reconcile accounting entries
- Maintain the confidentiality of personnel and payroll data
- Establish and maintain filing system required for payroll records

EXPERIENCE and EDUCATION REQUIRED:

A minimum of 2 years of general accounting experience, with an emphasis in accounts payable required. Experience with payroll and administrative support is highly preferred.

A High School diploma or G.E.D. equivalent is required.

Compensation and Benefits

TCA is prepared to offer a competitive salary in the range of \$50,409 – 70,573 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.