

YOLO COUNTY TRANSPORTATION DISTRICT

\$43,737 to \$53,167 Annually

Established: 09-25-1994

Revised: 10-09-2001

Revised: 06-01-2018

Medical Class I

FINANCIAL ASSOCIATE

Definition:

Under general supervision, to perform a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

Essential Job Functions:

- Process accounts payable, accounts receivable, and payroll
- Process incoming payments by cash, check, credit card, and EFT
- Distribution and billing of Yolobus fare media;
- Prepare accounting and statistical reports;
- Ensure compliance with internal accounting procedures
- Count fare box revenue and prepare money for deposit
- Perform various reconciliations
- Courteously and professionally provide customer service information to the public at the front counter
- Perform administrative and other tasks as needed.

Finance Associate Qualifications/skills:

- Understanding of GAAP and governmental accounting principles
- Familiarity with accounting software, Microsoft Excel, and Microsoft Outlook
- Ability to learn and utilize special financial software and accounting systems
- Financial record keeping and bookkeeping practices and techniques
- Excellent attention to detail and accuracy in entering financial data
- Outstanding math and research skills
- Working with confidential data
- Proficiency with 10-key typing and data entry
- Deadline-driven with excellent time management ability
- Bilingual skills a plus

Experience:

Two years of accounting/bookkeeping and clerical experience

Two years of experience working with payroll, accounts receivable and accounts payable

Education:

Minimum high school diploma or GED equivalent. Accounting/bookkeeping course work beyond the high school level is preferred.

Driver's License:

Must possess or be able to obtain within 3 months a valid California Driver's license.

Medical Class 1 - Light Work

This class will require light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be required.

YCTD is an Equal Opportunity Employer.