



JOB DESCRIPTION

JOB TITLE: Account Clerk
FLSA STATUS: Non-Exempt – 24 hours part-time
REPORTS TO: Controller
GRADE LEVEL: 4
SALARY RANGE: \$31,441 - \$40,244
HIRING RANGE: \$31,441 - \$36,471

ESSENTIAL FUNCTIONS: Under the direct supervision of the District Controller, the Account Clerk performs a wide variety of complex and technical clerical office support and administrative duties for District staff, including data entry, filing, and archiving for federal- and state-funded grant programs. This position requires direct contact with all District staff members, as well as outside vendors and some general public. Work is performed utilizing a range of methods, tools, guidelines, regulations, standards and general level of instruction from supervisor, specific to carrying out the District's goals and objectives and annual work program.

POSITION SPECIFIC REQUIREMENTS:

- General office duties including copying, scanning, and filing
- Performs a wide variety of office support and administrative duties using a variety of word processing, database, presentation and/or desktop publishing programs, and spreadsheet software applications
- Maintains, files, archives, purges, and stores records, files, and reports
- Assists in the preparation, compilation, copying, distribution and mailing of monthly grant billings
- Assists with bus pass distribution and delivery
- Assists with cash receipts and accounts payable processes
- Places District checks in envelopes for mailing or distribution
- Data entry, including assistance with new and/or existing database projects
- Prepares original correspondence as directed
- Performs various other related duties as assigned by supervisor

KNOWLEDGE/SKILLS:

High school diploma and a minimum of three years of experience in accounting or other relevant experience. Proficient in Microsoft office, specifically Excel and Word. Knowledge of general office machines, such as printers, scanners, and postage machines required. The position will require carrying out a variety of tasks as they arise, requiring flexibility and a willingness to do what is needed at any particular time within this position's scope of work to support the work of the other staff.

ABILITIES:

- Requires good organizational skills
- Ability to think critically, creatively, and holistically
- Ability to work effectively with staff and members of the public, as well as independently
- Must have a strong internal and external customer service focus
- Coordinating multiple projects and meeting critical deadlines
- Maintaining accurate records and files
- Performs other duties as assigned

ANALYSIS:

Some analytic ability required in order to gather and interpret data, but in non-complex situations.

DECISION MAKING:

Makes routine decisions following standard procedures.

COMMUNICATION LEVEL:

Requires ability to communicate detailed information either verbally or in writing. Has some public contact.

WORKING CONDITIONS/PHYSICAL EFFORT:

1. Office environment
2. Bending, stooping
3. Lift up to 40 pounds
4. Use office equipment, key board
5. Some travel in area

DISTRICT BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume, application, and a letter of interest to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.