



San Joaquin Regional Rail Commission Position Announcement

POSITION: FISCAL ASSISTANT

SALARY: \$ 43,000 – \$63,000

FUNCTION: Under the general direction of the Senior Accountant, the Fiscal Assistant will perform administrative and accounting duties of average difficulty such as entering data into the Commission's financial record keeping system, entering data in the inventory database, recording, reconciling and summarizing a variety of financial transactions based on a working knowledge of the principles and techniques of basic accounting and general office procedures.

STATUS: Non - Exempt

CLASS CHARACTERISTICS:

This class is the second level in the Fiscal Assistant Series. Working under the close direction of the Staff Accountant, this position is responsible for managing the daily financial activities of the agency, including general accounting with the ability to perform under time constraints while maintaining accuracy and professionalism.

TYPICAL DUTIES:

- Preparation, verification and recording of daily deposit revenues received of which requires responsible, accountable, cash handling skill.
- Tracking and audits of change boxes to include receipt and issuance to ticket sellers on daily exchange of denominations as needed using established procedures and policies.
- Examines documents, records, forms and computer printouts for accuracy, completeness and conformance to applicable rules and regulations.
- Recommends proposals for improving departmental accounting procedures; recommends processes and procedures to streamline fiscal functions.
- Manages cash needs for assigned area; examines cash balances for each ticket seller
- Maintain a set of complex financial and statistical records by posting transactions to journals and ledgers; adjust accounts according to established procedures; prepares worksheets, trial balances, and financial reports.
- Assists administrative personnel in analyzing statistical and financial data and in preparing special reports; furnishes information by searching for and abstracting specialized or technical data; sends materials and form letters or composes routine letters.
- Identifies, researches, and take corrective actions to resolve issues related to area of assignment.
- May prepare financial or statistical worksheets, requisitions, forms, form letters, and miscellaneous reports; operates adding machines, calculators, computer terminals, and cash receipts.
- Prepare monthly revenue reports for SJRRC and ACE Authority



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- Performs the tasks necessary to meet all deadlines and information requirements of the department.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Associates Degree in Accounting
- One year of related job experience

OR

- Three years of recent related job experience in lieu of Associates Degree

License or Certificate:

- Must possess and maintain valid California class C driver's license

Knowledge Of:

- Office machines, office filing systems and record keeping procedures
- Basic computer software for spreadsheets and word processing
- Basic mathematics and presentation for statistical information
- Accurate spelling, punctuation and grammar

Ability To:

- Understand and follow detailed instructions
- Read, understand and apply written regulations and other job-related materials
- Communicate effectively orally and in writing
- Work neatly, accurately and systematically
- Operate adding machines, calculators, typewriter, computers, postal machines, and any other related office equipment.

Physical and Mental Requirements:

- MOBILITY – Frequent operation of keyboards, sitting for extended periods of time, standing for long periods, walking, pushing/pulling, bending, squatting, driving, climbing stairs or other objects; occasional crawling;
- VISION –Frequent reading and close-up work; normal hand eye coordination;
- DEXTERITY – normal dexterity with frequent writing and repetitive motion;
- HEARING/TALKING – Frequent hearing and talking on the telephone and in person;
- EMOTIONAL/PSYCHOLOGICAL – Frequent public contact and decision making;
- SPECIAL CONDITIONS - may be exposed to dust and varied outdoor conditions; may require occasional overtime, weekend or evening work.

Benefits Package

GENERAL BENEFITS

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental, and life insurance programs



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- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

Selection Process

Applicants that best match the requirements of the position will be invited to take an assessment test and an initial interview. Applicants successful in the initial interview may be asked to return for additional interviews as warranted.

To Apply

Interested applicants must submit both a resume and an SJRRC application for employment by email to acejobs@acerail.com, fax to (209) 944-6245, or mail to:

San Joaquin Regional Rail Commission
Attn: Human Resources
949 East Channel Street
Stockton, CA 95202

Applications can be downloaded from the ACE website www.acerail.com or picked up at the above address. SJRRC is an Equal Opportunity Employer.

For more information about SJRRC and ACE, visit www.acerail.com.
For more information about SJJPA, visit www.sjjpa.com.