



ACCOUNTING ASSISTANT

STATUS: Non-Exempt

SALARY: \$52,500 - \$77,500 per year
(\$25.25 - \$37.26 per hour)

SUMMARY

Accounting Assistant is an entry-level position within the Accounting Series. Under direction of the Senior Accountant and responsible to the Manager of Fiscal Services, Accounting Assistant performs routine clerical accounting duties related to the preparation, processing, and maintenance of statistical, financial, billing and related records. As experience is gained, assignments become more varied, complex, and difficult. Supervision and frequent review of work lessen as incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the second level, although they are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this position.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Prepare, verify and record daily deposit revenues.
2. Prepare, verify and record vendor invoices for payments.
3. Provide information to vendors regarding invoices and payment status.
4. Manage change box needs for assigned area using established procedures and policies.
5. Process and examine reports, documents, records, forms and computer printouts for accuracy, completeness and conformance to applicable agency procedures, rules, and regulations.



6. Identify, research, and take corrective action resolve issues related to area of assignment including accounts payables, accounts receivables and cash receipts.
7. Perform necessary tasks to meet all deadlines and information requirements of the department.
8. Provide support to Department Staff.
9. Perform other duties as assigned or required.

QUALIFICATION GUIDE

Knowledge of:

- General principles and practices of accounting.
- Proper cash handling.
- 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:

- Perform technical and administrative work in areas such as fiscal recordkeeping and accounting systems in a fast paced office environment.
- Perform mathematical computations rapidly and accurately.
- 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.
- Comply with Agency policies and procedures.



EDUCATION AND EXPERIENCE

Education Minimum:

- Associates degree

Experience:

- No experience necessary

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor environmental conditions.

Positions in this class may also include these factors:

- Hazardous physical conditions.
- Intense noise.
- Travel.



OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license.
- Frequent driving within the ACE and San Joaquins corridors.
- May occasionally be scheduled to work weekends and/or evenings.

San Joaquin Regional Rail Commission (SJRRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

SJRRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

GENERAL BENEFITS PACKAGE

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

SJRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment. All offers of employment are conditional and may be rescinded upon receipt of the results of a drug and alcohol test, background report, and/or physical examination.



Additional Employment Information

TO APPLY

To view current employment opportunities or to apply, please click on the following link:

[Job Listings - San Joaquin Regional Rail Commission \(applicantpro.com\)](http://www.sjrcc.com)

Applicants must submit both a resume and employment application to be considered. Applications may be downloaded from the SJRRC website at www.sjrcc.com or picked up from the address below. Resumes and employment applications may be submitted by email to hr@acerail.com or mailed to:

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

SJRRC is an Equal Employment Opportunity (EEO) Employer. Click [here](#) to view SJRRC's EEO Policy Statement.

For more information about SJRRC, please visit www.sjrcc.com.
For more information about ACE, please visit www.acerail.com.
For more information about SJJPA, please visit www.sjjpa.com.
For more information about Amtrak San Joaquins, please visit www.amtraksanjoaquins.com.