



ACCOUNTING CLERK – RECEIVABLES

\$16.12 – \$20.15 PER MONTH PLUS GREAT BENEFITS

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is looking for one highly motivated individual to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. An excellent career opportunity is available within our Finance Department. This individual will be under direction to perform a variety of clerical accounting duties in connection with the processing and maintaining of financial and transit records such as accounts payable and accounts receivable; by performing, but not limited to, the following duties:

- Receives and deposits all revenue coming into the Agency.
- Process Grant Wire payments, state refunds, and other incoming payments.
- Provides information to collections and maintains files. Maintains written contact and phone contact with collections.
- Audits claims, vouchers and other documents for accuracy and completeness. Audits other departments' reports, marketing front desk sales, marketing vendor payments, petty cash and perform fare box audits.
- Calls and finalizes inquiries regarding accidents and delinquent invoices.
- Maintains the AP files. On weekly basis, inserts AP checks into payment envelope, files invoice with payment stubs into AP Cabinets.
- Receives cash; accepts payments and writes receipts and deposit slips, and transmits check payment to bank via remote.
- Processes P.O. from customers requesting large pass quantities, and receives inventories passes and tickets. Monitors issuance to Marketing customer service.
- Drafts and types correspondence, spreadsheets, and accident recoveries.
- Responds to phone inquiries from customers and the public.
- Serves as the back-up person for some of AP duties, such as loading invoices to the finance system.

THE REQUIREMENTS: The ideal Candidate pledges to the philosophy of continuous improvement, has tremendous initiative and drive, and demonstrates the highest level character and ethical standards. The selected individual will possess two or more years' experience in accounting or bookkeeping, or two years of college or business school coursework in accounting. This individual will have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the organization; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to typing of 30 words per minute and computer data input experience desirable. Candidates must be familiar with current business operating systems, software, and programs. Candidates will also have a good knowledge of methods, practices, and terminology used in financial and statistical record keeping and processing. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications may also be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411 or call 909/379-7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.