



## Bookkeeper

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<b>Department:</b>	NCAT
<b>Location:</b>	Ottawa
<b>Job Status:</b>	Full Time
<b>Salary:</b>	Commensurate with experience
<b>Exemption Status:</b>	Non-Exempt
<b>Immediate Supervisor:</b>	Operations Manager
<b>Amount of Travel Required:</b>	Minimal, as required
<b>Education:</b>	High school diploma or GED required, Degree in business, accounting, and/or related field, preferred.
<b>Experience:</b>	Minimum one (1) plus years related experience that results in demonstrated competency performing the work.
<b>Requirements:</b>	Valid Driver's License; clean national background and motor vehicle records check; pass a DOT physical examination and drug screen prior to being hired and subsequent at-random drug and alcohol screens.
<b>Work Schedule:</b>	Monday – Friday: Hours may vary between 6:00 a.m. – 6:00 p.m. and may require occasional evenings and/or weekends.

### **POSITION SUMMARY:**

The Bookkeeper is responsible for tracking and managing all transit program financial data. This includes maintaining financial records, fact checking financial data, updating financial statements/reports, and ensuring accounts are current and accurate. This position will be responsible for accounts payable, accounts receivable, including HFS/Medicaid billing, and daily route validation and fare collection.

This position will require knowledge of Windows operating system and use of Microsoft Office, particularly Excel spreadsheets, as well as use of a variety of cloud-based computer software to accomplish daily tasks.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Document, maintain, and monitor an accurate record of financial transactions using chart of accounts.
- Maintain separation of program expenses by class.
- Update, maintain, reconcile the general ledger.
- Preparing and filing financial documents and reports.
- Monitor any variances from the projected budget.
- Post details of transactions, total accounts, and compute interest charges.
- Responsible for daily deposits of cash and checks in the bank.
- Reconcile credit card transactions.

- Processing accounts payable and accounts receivable, including Medicaid billing.
- Request payments, submit vouchers to City Hall for payment.
- Daily route validations, includes fare collection verification (i.e., counting money), route auditing, and data entry, and filing.
- Tracking fare payments, late fees, or owed fares throughout the day.
- Process payroll and tracking payroll data.
- Communicating with Bus Operators and Dispatch staff regarding rider fares and other issues that may arise.
- Filing and organizing program documents for reporting and auditing purposes.
- Establish accounting procedures and schedules that will help the team run effectively.
- Utilize computer and scheduling software to complete daily responsibilities.
- Assist with monthly and quarterly grant reporting and annual audits.
- Work closely with City Clerk, Deputy City Clerk, and Human Resources to complete tasks.
- Work with Assistant Director and Director to complete grant applications, reports, and audits.

### **ADDITIONAL JOB RESPONSIBILITIES**

- Communicate with vendors, partners, and City staff regarding outstanding balance or payment issues.
- Ensure vendor contracts are being fulfilled.
- Knowledge and understanding of NCAT grant program requirements, Federal, State, and local laws to comply with reporting requirements, and NCAT's own operating policies and procedures.
- Ability to learn new computer software to ensure program outcomes (transit scheduling software, payroll software, etc.)
- Must be able to communicate effectively with other area transit systems.
- Other duties as assigned.

### **POSITION REQUIREMENTS:**

- Positive and energetic demeanor with a focus on great customer service.
- Ability to communicate clearly and effectively with a variety of individuals through different media.
- Attention to detail and basic accounting/bookkeeping skills.
- Knowledge of accounting best practices.
- Highly analytical and organized.
- Ability to multi-task in stressful, high pressure situations and meet deadlines.
- Data entry and record keeping using Windows operating system, Microsoft Office, and CTS scheduling software. Proficiency in Microsoft Excel.

### **KEY COMPETENCIES:**

Key competencies include, listening and communication, organizing data and information, attention to detail, analytical skills, safety awareness, integrity, honesty, customer focus, conflict resolution and problem solving, self-motivated, patience, empathy, reliability, adaptability, and efficiency.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those as employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is mostly sedentary in climate controlled office. May go from inside to outside occasionally and vice versa. Noise level in the work environment is usually moderate.
- Extensive use of computers, computer screens, and keyboards.

## **PHYSICAL DEMANDS**

<b>Physical Abilities</b>		<b>Lift/ Carry</b>	
Stand	O (Occasionally)	10 lbs. or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs.	O (Occasionally)
Sit	F (Frequently)	21-50 lbs.	O (Occasionally)
Handling/Fingering	F (Frequently)	51-100 lbs.	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	<b>Push / Pull</b>	
Crawl	N (Not Applicable)	12 lbs. or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs.	O (Occasionally)
Bend	O (Occasionally)	26-40 lbs.	O (Occasionally)
Driving	O (Occasionally)	41-100 lbs.	O (Occasionally)



## *Bookkeeper*

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The above information has been designed to outline the general nature and level of work performed by the employees within this classification. It is not intended to be construed as a comprehensive inventory of all functions, responsibilities, skills, and abilities required of employees assigned this job. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

**By signing below, you acknowledge that you have read and understand the requirements and qualifications of the Bookkeeper position. You further agree that you are able to perform the job duties and requirements as stated, with or without accommodation.**

\_\_\_\_\_  
*Employee Name (Print)*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

*North Central Area Transit is a subsidiary of the City of Ottawa and all successful applicants will be employed by the City of Ottawa. NCAT is an equal opportunity employer and committed to creating an inclusive environment for all employees.*