



Item # 9

**DATE** May 6, 2020  
**TO** GCTD Board of Directors  
**FROM** Debbie Williams, Director of Human Resources *DW*  
Steve Brown, General Manager  
**SUBJECT** Consider Approval of Updated Job Description of Accounting Analyst

---

## I. EXECUTIVE SUMMARY

GCTD recently lost three key management employees in a very short period because of employee attrition.

During this period, we have been using temporary employees through Robert Half Staffing to fill in on the short fall of staff. Robert Half provided qualified personnel, but at an expensive cost.

Three months ago, GCTD hired a Finance Manager, Michelle Pierret, who is also our Acting Director of Finance. Ms. Pierret brings her strengths in finance to our team. With Ms. Pierret's assistance, I am here today to present a new permanent position to help provide the needed support to the accounting department.

The position we are presenting is an Accounting Analyst, the position replaces the previous job description of the Administrative Analyst. The new job description, of Accounting Analyst, provides strong support to the Accounting Manager. Some of the duties include audit preparation in support of the Accounting Manager and to assist with the monthly financial board reports, and account the intake of bus fares and to help with the collections of bad debt, and also to help complete the accounting reconciliations to the industry standard.

One crucial aspect to this position's importance is closing our accounting reconciliations on time. With the combination of the right duties with the right new hire we can achieve this on time.

We have a new hire who started on April 29<sup>th</sup>, 2020 that meets our standards for Accounting Analyst. She worked for us for several months as a temporary employee and has proven to be an excellent accounting professional.

The Accounting Analyst position will stay within its current salary range, \$56,048 to \$78,492; this is the same range as GCTD's Payroll Specialist and Administrative Specialist.

The complete position descriptions for Accounting Analyst is an attachment to this report.

## GOLD COAST TRANSIT DISTRICT

May 6, 2020

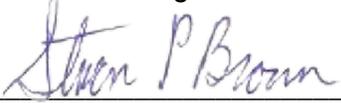
Consider Approval of Updated Job Description of Accounting Analyst

Page 2 of 2

## II. RECOMMENDATION

**IT IS RECOMMENDED that the Board of Directors approve the revised position description of Accounting Analyst.**

General Manager's Concurrence

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style and is positioned above a horizontal line.

Steven P. Brown

**GOLD COAST TRANSIT DISTRICT**  
**JOB DESCRIPTION**

Formatted: Font: Century Gothic

Formatted: Font: Century Gothic

**CLASSIFICATION TITLE:** ~~Administrative Accounting~~ Analyst

Formatted: Font: Century Gothic

**REPRESENTATION:** Non-Represented

Formatted: Font: 12 pt

Formatted: Font: Century Gothic

**OVERTIME STATUS:** ~~Non-Exempt~~ Exempt

Formatted: Font: Century Gothic

Formatted: Font: Century Gothic

**REPORTING STATUS:** Director of Administrative  
~~Services~~ Accounting Manager

Formatted: Font: Century Gothic

**SUPERVISES:** ~~None~~ Accounting Specialist (future  
position)

Formatted: Font: Century Gothic

**DATE AUTHORIZED:** ~~March 2012~~ May 2020

Formatted: Font: Century Gothic

**JOB SUMMARY**

Under general direction, this class may be assigned some or all of the following accounting, financial and administrative tasks in support of the ~~Administration Finance~~ Department; ~~accounts payable~~, accounts receivable, general ledger, ~~payroll administration~~, ~~benefit administration~~, revenue and inventory reconciliation, audit preparation, budget preparation, reporting and data analysis. This position is responsible to back-up mission-critical functions primarily assigned to the Accounting Manager, ~~and the Payroll and Benefits Specialist~~.

Formatted: Font: Century Gothic

**ESSENTIAL FUNCTIONS**

The ~~Administrative Accounting~~ Analyst may have responsibility for some or all of the following functions:

- Prepare billings and related correspondence for accounts receivable, including interface with fare media customers and advertising clients;
- Perform ~~accounts payable and~~ general ledger activities, including but not limited to invoice coding and processing, ~~payment runs~~, ~~bank~~ reconciliations, ~~general ledger entries~~ journal entries, ~~travel and expense processing~~, and audit preparation in support of the Accounting Manager.

- ~~Prepare employee payroll, process payroll taxes, garnishment payments and retirement contributions, prepare payroll input for new employees, assist in employee benefit administration as well as disability, unemployment and employment verification inquiries in support of the Payroll and Benefits Specialist~~
- Support ~~GCT, GCTD, Operations Support, Planning and Marketing~~ and Customer Service Center as needed; tasks may include including reconciling revenue submittals, assist cash counting activities, and administering bad debt collection activity, activities, revenue reporting and reconciliation.
- ~~Administer some or all of GCT's employee benefit programs, including GCT's COBRA program.~~
- Perform data tracking, analysis and reporting tasks, using financial and operational data, in support of all ~~GCT, GCTD~~ departments.
- Prepare reports tracking the work progress and to track progress and financial status of state and federal grants; coordinate with all departments to gather quarterly data required for submittal of reports using on-line reporting systems; assist with the preparation of State and Federal grant applications as needed.
- Perform month-end and year-end closing process, adjusting entries, depreciation, and accruals.
- Assist with the preparation of monthly financial board reports.
- Assist with the preparation of tax returns and governmental reporting as needed.
- Perform other administrative, accounting or analytical functions as assigned.

Formatted: Font: 12 pt  
Formatted: Font: Century Gothic

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: Font: 12 pt  
Formatted: Font: Century Gothic

## OTHER JOB FUNCTIONS

May be assigned other administrative, accounting or analytical responsibilities.

## MINIMUM QUALIFICATIONS

Any combination equivalent to an associate degree in a related field and three years of experience in bookkeeping, accounting or financial analysis, with accounts receivable and general ledger management, accounts payable and/or payroll experience. Graduation from a four-year college or university with a bachelor's degree in a related field is desirable.

and

Knowledge of:

- Electronic data processing techniques related to accounting procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting/~~payroll~~ database systems.
- Basic math, accounting and financial reporting principles
- ~~Payroll procedures and regulations~~
- GAAP (Generally Accepted Accounting Principles)
- General cash accounting and reconciliation practices
- Research techniques to prepare routine reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

- Learn GCTGCTD policies and procedures
- ~~Interpret legal and contract requirements as related to payroll~~
- Maintain confidentiality of information
- Operate a Windows-based PC system and utilize spreadsheet and analytical software, as well as a calculator and other common office equipment
- Keep financial and statistical records
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

Formatted: Font: 12 pt

Formatted: Font: Century Gothic

#### **LICENSES AND OTHER REQUIREMENTS:**

None

#### **WORKING CONDITIONS:**

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.

## **GOLD COAST TRANSIT DISTRICT JOB DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	Accounting Analyst
<b>REPRESENTATION:</b>	Non-Represented
<b>OVERTIME STATUS:</b>	Exempt
<b>REPORTING STATUS:</b>	Accounting Manager
<b>SUPERVISES:</b>	Accounting Specialist (future position)
<b>DATE AUTHORIZED:</b>	March 2012 May 2020

### **JOB SUMMARY**

Under general direction, this class may be assigned some or all of the following accounting, financial and administrative tasks in support of the Finance Department; accounts receivable, general ledger, revenue and inventory reconciliation, audit preparation, budget preparation, reporting and data analysis. This position is responsible to back-up mission-critical functions primarily assigned to the Accounting Manager.

### **ESSENTIAL FUNCTIONS**

The Accounting Analyst may have responsibility for some or all of the following functions:

- Prepare billings and related correspondence for accounts receivable, including interface with fare media customers and advertising clients;
- Perform general ledger activities, including but not limited to invoice coding and processing, bank reconciliations, journal entries, and audit preparation in support of the Accounting Manager.
- 
- Support GCTD Planning and Marketing and Customer Service Center as needed; tasks may include reconciling revenue submittals, cash counting activities, administering bad debt collection, activities, revenue reporting and reconciliation.
- Perform data tracking, analysis and reporting tasks, using financial and operational data, in support of all GCTD departments.

- Prepare reports to track progress and financial status of state and federal grants; coordinate with all departments to gather quarterly data required for submittal of reports using on-line reporting systems; assist with the preparation of State and Federal grant applications as needed.
- Perform month-end and year-end closing process, adjusting entries, depreciation, and accruals.
- Assist with the preparation of monthly financial board reports.
- Assist with the preparation of tax returns and governmental reporting as needed.
- Perform other administrative, accounting or analytical functions as assigned.

### **OTHER JOB FUNCTIONS**

May be assigned other administrative, accounting or analytical responsibilities.

### **MINIMUM QUALIFICATIONS**

Any combination equivalent to an associate degree in a related field and three years of experience in bookkeeping, accounting or financial analysis, with accounts receivable and general ledger management. Graduation from a four-year college or university with a bachelor's degree in a related field is desirable.

and

Knowledge of:

- Electronic data processing techniques related to accounting procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting database systems.
- Basic math, accounting and financial reporting principles
- 
- GAAP (Generally Accepted Accounting Principles)
- General cash accounting and reconciliation practices
- Research techniques to prepare routine reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

- Learn GCTD policies and procedures
- Maintain confidentiality of information
- Operate a Windows-based PC system and utilize spreadsheet and analytical software, as well as a calculator and other common office equipment
- Keep financial and statistical records
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS:**

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.