



TRI DELTA TRANSIT Opportunity

ACCOUNTS RECEIVABLE ASSOCIATE

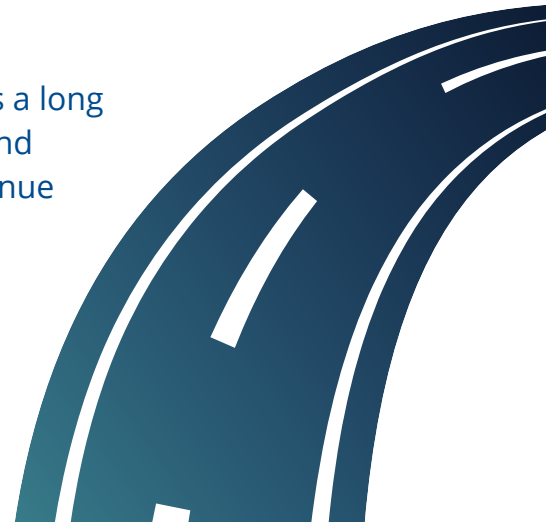
Eastern Contra Costa Transit Authority (ECCTA), operating as Tri Delta Transit, was formed in the San Francisco Bay Area in 1977 as a Joint Powers Agency (JPA). As an essential service, Tri Delta Transit has provided public transportation to the communities we serve ever since.

The agency is centrally located 40 miles east of San Francisco, one hour south of the Napa Wine Country, and approximately one hour from three major airports. This beautiful area is comprised of 65 national and local parks, thriving sport and recreational waterways, hiking and biking trails, historic downtowns, along with art and culture centers. Tri Delta Transit provides a rare opportunity to live and work locally, as eastern Contra Costa County is the chosen Bay Area location to raise a family due to the schools and reasonable housing prices.

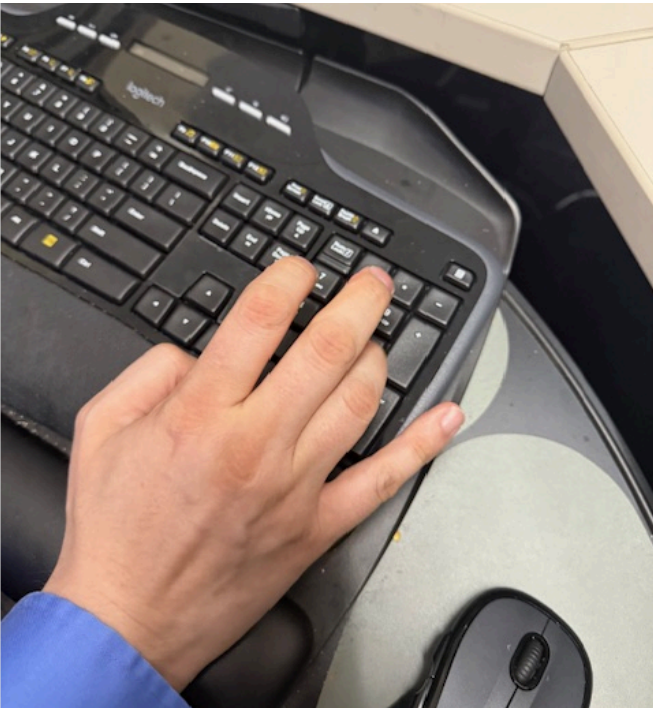
Currently Tri Delta Transit has an annual budget of \$41 million. Tri Delta Transit has provided, at times, nearly two million trips a year to a population of approximately 315,000 residents in the 225 square miles of eastern Contra Costa County. The agency operates 16 fixed-routes on weekdays, six on weekends, senior and paratransit services, non-emergency medical transportation (NEMT), and an on-demand shuttle service, "Tri MyRide". Tri Delta Transit operates maintenance in-house, but contracts with Transdev for the operation of the transportation fleet.

As one of the 27 public agencies in the Bay Area, Tri Delta Transit has a long standing focus on providing innovative integrated mobility options and of meeting the needs of the riders served. Tri Delta Transit will continue to move transportation into the future.

**BE ON THE ROAD
TO A GREAT NEW CAREER!**



Salary Range: \$52,144 to \$100,352, excellent benefits



ESSENTIAL DUTIES:

Under the direction of the Chief Financial Officer (CFO):

- Perform accounting clerical tasks, which may include cash fare box reconciliations, preparing and recording bank deposits, processing accounts receivable, and distributing annual 1099 forms.
- Maintain accounts receivable records to ensure compliance with legal, insurance, and tax requirements.
- Participate in month-end and year-end closing processes.
- Prepare drafts of monthly financial statements.
- Perform other duties as assigned.

EXAMPLES OF DUTIES:

- Assist the CFO with financial analysis and regular reviews of the accounts receivable aging report.
- Perform banking duties as necessary.
- Reconcile cash registers on a daily basis.
- Maintain and organize financial records effectively, including federal, state, local, and other external funds.
- Prepare draft of monthly financial statements.
- Perform month-end and year-end closing journal entries.
- Reconcile bank statements, cash on hand, fare instrument inventory, and general ledger accounts as required.
- Participate in the annual financial audit process and other audits as needed.
- Other duties, as assigned.



MINIMUM QUALIFICATIONS

Associate degree in accounting or high school diploma with at least 3 years of experience in general ledger accounting through financial statements.

Knowledge and Skills:

The incumbent should possess:

- Knowledge and/or experience in accounting within a public or non-profit agency. Demonstrated understanding of GAAP and GASB principles.
- Proficient intermediate-level user of accounting software, with a preference for QuickBooks Enterprise Online experience.
- Familiar with common office software such as Outlook®, Excel®, and Word®.
- Ability to prioritize tasks and manage responsibilities without direction. Commitment to accuracy is essential.
- Strong organizational skills and a flexible attitude that can adapt to a dynamic environment are essential.



ACCOUNTS RECEIVABLE ASSOCIATE



View a description of our
generous benefits package below.

Apply at:

To be considered for this opportunity, submit your application and resume to HR@eccta.org.

APPLICATION DEADLINE:

Applications and resumes will be accepted until Friday, May 2nd at 5:00 pm PST.

Confidential inquiries should be directed to Human Resources by calling 1-925-754-6622.



TRI DELTA TRANSIT

801 Wilbur Avenue
Antioch, CA 94509
1-925-754-6622
www.trideltatransit.com

ECCTA is an equal
opportunity/access/
affirmative action/
pro-disabled and
veteran employer.



BENEFIT	WHEN ELIGIBLE	COST	HIGHLIGHTS
Medical Insurance	First day of the month following 60 days of employment	100% Employer paid for Kaiser plan for employee & eligible dependents. Employee pays premium difference for other plans.	<ul style="list-style-type: none"> Comprehensive coverage through California Choice company.
Dental Insurance	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> Comprehensive coverage through Best Life plan.
Vision Insurance	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> Comprehensive coverage through VSP plan.
Life Insurance	After 6 months	Employer paid	<ul style="list-style-type: none"> 1x annual base pay
Long Term Disability	After 6 months	Employer paid	<ul style="list-style-type: none"> Includes short term disability coverage
Holidays (11)	Immediately	Employer paid	<ul style="list-style-type: none"> Actual/Observed
Paid Time Off	After 90 days	Employer paid	<ul style="list-style-type: none"> Hire date to 5 years of service- 8.63 hours earned/pay period. Hours increase every five years of service.
State Disability Insurance	After 6 months	Employer paid	<ul style="list-style-type: none"> Employee portion paid
Workers' Compensation	Immediately	Employer paid	<ul style="list-style-type: none"> Automatically
Retirement Savings Plan	After 6 months	4% Employee contribution/ 12% Employer contribution. ECCTA contribution amount increases every ten years of service.	<ul style="list-style-type: none"> Can contribute up to IRS maximum Income tax advantages Choice of investment options Will accept rollover contributions from a qualified plan

NOTE: All original appointments to regular full-time positions shall be tentative and subject to an initial probationary period of six (6) months.

Descriptions of these plans do not include the important legal definitions or limitations that are in plan documents or plan contracts governing your benefits. Therefore, this summary does not replace those legal documents and in case of conflict, those legal documents govern your benefits. Since further conditions affecting Tri Delta Transit cannot be foreseen, Tri Delta Transit reserves the right to amend or terminate the plans at any time, subject to notice. Although any change in a plan or the termination of a plan will not affect the benefits paid to plan members before the date the plan was changed or ended, such change may result in reduced levels of benefits or benefit coverage, after the effective date of any such change.