



# Marin County Transit District

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Is recruiting for ...

## **ACCOUNTING & ADMINISTRATION ANALYST**

**\$60,000-\$94,920** annual salary (depending on qualifications) and an outstanding benefits package

### **About the District...**

**Marin County Transit District** (Marin Transit) is responsible for funding, planning, and management of all local public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. The District's recently adopted FY18 operating budget is \$32.9 million, and the capital budget is \$19.8 million.

For additional information about Marin Transit, please visit our website at [www.marintransit.org](http://www.marintransit.org).

### **About Marin County...**

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically and culturally diverse community of 250,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles, and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

### **The position of Accounting & Administration Analyst...**

The Marin County Transit District seeks a highly organized and analytical individual to join the Finance Department team. This position offers the successful candidate an exciting opportunity to join a dynamic Agency in the development and provision of cutting edge transit services to Marin County. Under the direction of the Director of Finance & Capital Programs, the incumbent will perform technically complex accounting and administrative support tasks. The position requires that the incumbent work independently in carrying out assignments and demonstrate independent decision making in applying policies and practices to accomplish a wide variety of accounting and administrative support tasks.

The ideal candidate for this position will be team-oriented and self-motivated, and have demonstrated experience performing responsible and complex accounting and administrative support work in the preparation, processing and maintenance of accounting, budgetary and payroll records and documents using financial and accounting software. Technical expertise in

data collection and compilation, and familiarity with a range of office operations and software are essential.

**Typical duties may include:**

- Reviews and reconciles varied reports and journals with budget, payroll, tax, revenue or related financial or business data.
- Prepares and submits claims of expenditures for submission to various funding agencies for reimbursement.
- Processes and records journal entries, accounts payable invoices, payroll journals, and maintains accurate records.
- Develops automated methods of compiling data and generating standard reports using spreadsheet and data base software.
- Receives and balances receipts from various sources; allocates and posts revenue daily; prepares deposits and cash receipt entries.
- Conducts and follows through on a variety of special projects, which may involve financial, accounting or administrative research and analysis, summarization of information, and preparation of statistical and narrative reports.
- Provides information to the public, vendors, District staff and others which requires the use of judgment and the explanation of policies, rules or procedures.
- Recommends changes to policies, procedures and forms; implements changes after approval.
- Uses a variety of standard office equipment, including a computer and various financial, spreadsheet and word processing software.
- Acts as back-up to front desk staff, answering phones and providing customer service as needed.
- Provides general administrative and office support to the District team as needed.

**Requirements include:**

Three years of increasingly responsible administrative experience which includes substantial complex accounting or financial recordkeeping duties. Candidate must be a graduate from a four-year college or university or have a high school diploma combined with at least three (3) years of related work experience. Prior experience with Abila MIP financial systems is desirable.

**Skill in:**

- Multitasking and organization
- Problem solving
- Communicating effectively orally and in writing
- Using personal computers to create documents and spreadsheets, and working with various databases
- Exercising sound independent judgment
- Organizing and prioritizing work to meet critical deadlines
- Providing customer service

**Physical Working Conditions:**

Position typically works in an office setting which may require prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing

reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Hearing and speech capability is required when providing phone and personal service. The position may also require the ability to lift, drag and push files, paper and documents weighing up to 35 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**Benefits Include:**

- Employer paid premiums for employee's medical insurance and 95% of base HMO premium for families;
- Employer paid dental and vision insurance;
- Employer paid life insurance, short-term and long-term disability insurance;
- Optional flexible spending account;
- Transit benefits;
- Two weeks of vacation increasing with seniority;
- 10 ½ holidays plus 2 floating administrative days;
- Deferred compensation plan; and
- Employer contribution of 10%-15% of salary to 401(a) retirement account based on years of service.

**This position is open until filled and may close without notice.**

For an application, please visit <http://www.marintransit.org/jobs.html>. Submit the completed application, a resume, cover letter and supplemental questionnaire in pdf format to [hr@marintransit.org](mailto:hr@marintransit.org) or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to interview and complete skills test. Finalists will be asked to provide references.

If you have questions about this job or the hiring process, please email Holly Lundgren at [hlundgren@marintransit.org](mailto:hlundgren@marintransit.org).

## **SUPPLEMENTAL QUESTIONNAIRE**

Responses to these Supplemental Questions must be submitted with your application materials. We will not consider resumes submitted without responses to the supplemental questions. These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Describe the most responsible and complex accounting and administrative support work you have performed. What made it complex, and what steps did you take to manage this complexity? Your example should include information about your role, and what resources you used.
2. Please provide an example of your experience preparing and maintaining financial records using financial and accounting software. What software did you use?
3. Provide an example of your experience working as part of a team to accomplish a project or achieve a goal. How did you handle communication challenges, changes of direction or priorities, and/or disagreements?