CLASS TITLE: TRANSPORTATION OFFICE TECHNICIAN

BASIC FUNCTION:
Under the direction of the Director-Transportation, perform a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, department budget, human resources and assigned duties; prepare and maintain a variety of records and reports for submission to District departments; prepare and maintain statistical, accounting and related records; perform a variety of related clerical duties.

ESSENTIAL FUNCTIONS:
Provide support to the Transportation Department by performing a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, Department budget, human resources and assigned duties; compile statistical information related to fiscal management.

Input monthly payroll activity for Transportation employees, making changes and adjustments as appropriate; maintain payroll management codes; apply payroll deductions and reimbursements according to accrued employee sick and vacation leave.

Prepare and compile information for employee leave and disability reports; communicate with Payroll and Risk Management to exchange information concerning employee leave and disability; prepare monthly reports related to personnel absence.

Receive and process invoices for accounts payable and assure vendors are paid in a timely manner; arrange payments to various District accounts for reimbursable expenditures; prepare and process purchase requisitions and orders; prepare and process billings for accounts receivable.

Assist in budget development, revisions and projections; prepare financial vouchers; prepare and maintain records and reports related to the department budget; prepare and submit reimbursement claims; monitor budget expenditures.

Update and assure drivers have access to contract hours and bus schedules; prepare and maintain records and reports related to bus driver seniority, contracts, calendars and schedules; assure schedules and calendars are sufficient to meet the transportation needs of District students; prepare employee contracts.

Perform a variety of clerical duties related to the fiscal accounting functions and record-keeping activities of the department; respond to management needs for statistical information and reports; monitor and purchase office supplies as necessary; prepare correspondence as needed.
Operate a variety of standard office equipment including a typewriter, calculator, computer and assigned software.

Communicate with parents, District staff and various outside agencies to exchange information and resolve issues or concerns.

Prepare and maintain a variety of records and reports related to assigned activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Accounting practices, procedures and terminology.
Preparation of financial statements and comprehensive accounting reports.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Preparation and processing of payroll information.
Financial analysis and projection techniques.

ABILITY TO:
Perform a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, Department budget, human resources and assigned duties.
Perform a variety of clerical duties.
Operate a computer and assigned software.
Prepare and maintain accurate financial and statistical records.
Compare numbers and detect errors efficiently.
Process and record accounting transactions accurately.
Add, subtract, multiply and divide quickly and accurately.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Prioritize and schedule work.
Meet schedules and time lines.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard and calculator.
Hear and speak to exchange information in person and on the telephone.
See to read a variety of materials.
Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school, supplemented college-level course work in business accounting, finance or related field and three years of increasingly responsible financial record-keeping experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment.
Constant interruptions.