

Western Contra Costa Transit Authority
invites applications for the position of:

Accounting Clerk or Accounting Analyst

Overview of Agency:

The Western Contra Costa Transit Authority (WestCAT) operates public transportation services serving the communities of Pinole, Hercules, Crockett, Tara Hills and Rodeo, with service into El Cerrito, Martinez and the Salesforce Transit Center in Downtown San Francisco. WestCAT has a small administrative staff and contracts with a private sector contractor to operate and maintain its current fleet of 54 buses and vans. A description of WestCAT services and operations is available at www.westcat.org.

Overview of Position:

This is a permanent, full-time position that reports to the Chief Financial Officer and provides accounting support in the areas of accounts payable and receivable, payroll, general ledger maintenance, grants, and financial reporting. Specific responsibilities may include:

- Invoice processing and entry into the accounting software
- Payroll processing and entry into the accounting software
- Preparation of grant reimbursement and other reimbursement requests
- Preparation and posting of month-end general ledger entries
- General ledger account reconciliation and analysis
- Preparation of periodic financial reports
- Participation in annual budget preparation
- Bank reconciliations
- Responding to internal and external inquiries related to finance and accounting from WestCAT staff, outside agencies, vendors, and customers

Requirements:

The position requires excellent attention to detail and the ability to independently carry out assignments. The candidate should have a knowledge of Excel and Word and be experienced in using financial software packages. The ideal candidate will have a working knowledge of Sage 50.

WestCAT is interested in evaluating candidates with various levels of education and experience. Job title, salary, and final position description will be tailored to the qualifications of the successful candidate.

Benefits :

- Medical and Dental coverage for employee and dependents.
- Participation in CalPERS defined-benefit retirement plan
- Access to 457 deferred compensation program
- 13 paid holidays annually
- Employer-paid term life insurance coverage
- Vacation accrual starting at 88 hours annually

Instructions for Submitting an Application:

Applicants should download and complete an employment application from the employment page of the agency website at the following link:

<https://www.westcat.org/Home/InsEmployment>

Completed applications should be submitted electronically, along with a current resume. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most candidates as applications are reviewed.

If selected for the position, the applicant must submit documentation of eligibility to work in the United States, and proof of COVID-19 vaccination.

WestCAT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.