

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant

Work Phone:
2. Class Title (i.e. payroll title):
Transit Accounting Technician 1
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Wayne Block, Transit Finance Manager

Work Phone: 267-8766
5. Department, Division & Section:
Madison Metro Transit
6. Work Address:

1245 East Washington Ave.
Madison WI 53703
7. Hours/Week: 40

Start time: 8:00 AM End time: 4:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is a responsible paraprofessional position involved in the preparation and/or processing of various accounting or financial records, coordinating clerical activities, training other clerical staff and providing assistance to other clerical staff to ensure the timely completion of finance department tasks. The position requires significant judgment and discretion in completing assigned tasks or special projects with a high degree of independence. The work is performed under the supervision of the Transit Finance Supervisor/Manager.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Process Metro payroll for drivers.

1. Process payroll for represented drivers. Specific activities would include auditing timecards, verifying that leave usage is in compliance with City requirements and the labor agreement, answering payroll related questions from employees, etc.
2. Review represented employee time data and verify that all pay related provisions of the labor contract are complied with.
3. Communicate with managers and supervisors to resolve errors and discrepancies.
4. Maintain payroll related files and documentation.
5. Prepare personnel action forms by determining appropriate codes for position and status updates.

25% C. Accounting Activities

1. Reconcile revenue deposits to general ledger accounts.
2. Reconcile and determine commodity code and general ledger accounts on all P-card purchases in preparation for account clerk to enter transactions in Munis.
3. Determine appropriate general ledger accounts in preparation for the account clerk to enter requisitions and process purchase orders.
4. Perform tests of the farebox system to ensure that equipment is performing accurately by reconciling reports to cash counts.
5. Perform random audits to verify receipt of purchased items.

20% D. Administrative Support Activities.

1. Maintain a record of contracts including option renewal dates and expiration dates.
2. Assist with preparing complex reports using Excel and presentation software.
3. Prepare monthly cash room schedule.
4. Maintain employee and department databases by tracking seniority and status changes including position and wage updates.
5. Perform complex vacation and longevity changes for pre or post 1998 employees on long-term leave according to labor agreement terms.
6. Serve as lead-worker by training and being able to perform all job functions associated with the account clerks positions.
7. Update employee database with status changes for active employees and to add new employees and inactivate terminated employees.
8. Other duties as assigned.

15% C. Financial Software (Munis) Specialist

1. Develop customized screen instructions of Munis modules for refresher and new Metro employee training.
2. Train new employees on Munis functions specific to their positions
3. Develop Munis templates for Metro advertising and other documentation for finance transactions.

10% E. Respond to finance related inquiries.

1. Investigate and respond to payroll related questions from employees, auditors, other City agencies, etc.
2. Serve as backup for all other cash room, payroll, accounts payable, and accounts receivable related functions.
3. Prepare documentation and ad hoc payroll reports at the request of Metro Management, City Human Resources, auditors, etc.

12. Primary knowledge, skills and abilities required:

Knowledge in general accounting principles
Advanced word processing, database, presentation software and Excel skills
Ability to work independently
Ability to communicate effectively

One year of advance level accounting or booking experience and graduation from an accredited two year college or technical school with an associate degree in accounting, business, or related field.

Or

Possession of a bachelor's degree in accounting, business or related field

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Work is sedentary in nature generally in an office environment
Ability to lift forty pounds?
Ability to push cash vaults?

16. Supervision received (level and type):

Finance Supervisor minimal supervision

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

Jeff Daniels
SUPERVISOR

10/4/17
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.