

BILINGUAL TRANSPORTATION SERVICES SPECIALIST

DEFINITION

Under direct or general supervision, perform specialized transportation service tasks including processing transportation applications/requests, pupil activity trip billing, provide information and assistance to staff, students, parents and the public including translation and interpretation services, accounting and clerical functions; maintain financial and statistical records; utilize manual and computer-assisted processes; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in Bus Pass application processing, including review of eligibility based on financial status and geographical location, issuing passes, receiving payment, and maintaining record of transactions.
2. Prepares and maintains accounts for student rider lists, bus capacity, and wait lists when necessary.
3. Reconciliation of accounts receivables, submitting cash transmittals to district, submit transaction reports for online pay system.
4. Create and maintain revolving cash funds for necessary refunds.
5. Prepares and Maintains a variety of reports, prepare summary billing package for Business Services, monthly spend reports to High Schools and Activity/Athletic Directors, GPS tracking software activity and data entry.
6. Collaborates, processes and maintains internal and external trip invoices submittal to sites/departments, confirm and sort by account codes, file by school code, audit trip requests
7. Research and analyze information and reports.
8. Review and interpret contract and vendor agreements.
9. Generate purchase requisitions for various expenses, including but not limited to charter transportation services.
10. Prepare and process a variety of documents pertaining to financial related transactions, including inventory control, fiscal record management, accounts payable, accounts receivable, payroll time sheet functions and reporting required by federal, state, and county agencies..
11. Provides training and guidance to others as assigned.
12. Reviews requisitions for account codes and proper classification of expenditures.
13. Performs accounts payable functions relating to bids, contracts, legal agreements, leases and maintenance agreements.
14. Works effectively with vendors, other departments and school personnel and outside agencies.
15. May participate in year-end procedures and liability reports, including accruals and transfer of purchase orders
16. Maintains accurate files.
17. Performs calculation of proper taxation on vendor invoices to comply with state regulations.
18. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, terminology and procedures of accounting including accounts payable and receivable; mathematical principles; principles and practices of bookkeeping; methods of

preparing financial statements and reports; principles and practices of financial record keeping; operation of manual and computer-assisted accounting systems; modern office practices, procedures and techniques; organization and planning methods, trends, techniques and practices; California rules and regulations pertaining to school bus passengers, bus stops and activity trips; GPS tracking software, bus pass processing software.

Ability to:

Perform complex clerical accounting functions; prepare, review, and analyze accounting files, records, summaries, and reports; perform double entry bookkeeping and accounting; lead and advise other accounting and payroll clerical personnel; make complex calculations and verify the results; effectively and efficiently operate personal computers and other machines, equipment and supporting software applications; type or enter data at a speed necessary for successful job performance; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, supplemented by training or coursework in accounting, bookkeeping, business office organization and planning, or closely related fields; and three years of increasingly responsible experience in accounting or fiscal record keeping. Two years experience in a School District Transportation Department preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.