



JOB ANNOUNCEMENT: Accounting Assistant

FILING DEADLINE: Open until filled

The Accounting Assistant serves an important role at the foundation of the financial operations of the agency. Reporting to the agency's Finance Officer/Analyst, this position is responsible for processing many of the agency's financial transactions, along with reconciling the bank and investment accounts. Many of the payment transactions are tied to vendor contracts, which is another important part of agency recordkeeping.

TAMC offers a hybrid telework/in office work arrangement.

This is a 20 hour per week part-time position.

SIGNIFICANT DUTIES

- Post entries to the six fund accounts managed by the agency: deposits, accounts payable, and processing of claims.
- Maintain records on project payments and balances in vendor contracts.
- Assist with fund transfers between County trust funds and TAMC bank account.
- Maintain and update accounting records; assist with accounting and reporting for receivables, payables, payroll, invoices, purchases, investments, and fixed assets; support the monthly and year-end general ledger closing, prepare journal entries with proper documentation, and input entries onto the general ledger system.
- Perform varied research, data analysis, budgetary analysis, program analysis and computer support functions to support TAMC projects and programs and to monitor the performance of TAMC contracts and agreements.
- Assist the planning staff in the maintenance of project costs.
- Support the TAMC auditor with the annual fiscal audit and the triennial performance audits, including contract compliance audits.

TAMC Recruitment Announcement for Accounting Assistant

- Update and maintain files of financial records and correspondence in an orderly fashion.
- Reconcile all TAMC fund and bank accounts.



THE IDEAL CANDIDATE

- Has experience with municipal accounting systems and/or QuickBooks.
 - Is available to work 5 hours a day, 4 days a week with at least 2 days per week in the office.
 - Excels in a fast-paced environment with a variety of tasks and competing deadlines.
 - Takes initiative and follows through in a timely manner on detailed assignments.
- Innovates and keeps an eye out for ways to improve processes and wants to grow and develop along with the agency.
 - Is a team player that can maintain positive interpersonal relationships with staff, project partners, and the public.

QUALIFICATIONS

Education and experience: Job placement will be based on qualifications:

- Eighteen months of experience performing accounting/bookkeeping duties equivalent to the Accounting Assistant at TAMC;

OR

- Completion of undergraduate accounting and bookkeeping classes or a training course leading to a bookkeeper certificate and twelve months of supervised experience.
- A strong candidate will have demonstrated experience with QuickBooks and Excel.

SALARY RANGE

Accounting Assistant, part time: \$30,918 - \$41,694 (\$29.72 - \$40.09 per hour, depending on qualifications). Part-time employees are not eligible for regular benefits. Part-time employees receive paid sick leave in accordance with California state law.

THE AGENCY

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, State, and Federal transportation grants, and administering several transportation projects and programs. The Transportation Agency is a high-energy, innovative, service-oriented agency with a small staff and a 17-member Board of Directors. Our small size means everyone gets to work on a diverse list of projects and tasks. Employees are supported to participate in training programs to develop new skills relevant to their work and to be active in professional organizations based on their interests.

Our agency relies on teamwork and collaboration to deliver meaningful and trailblazing improvements to the communities we serve and has a culture of inclusion, diversity, equity, and accessibility that values a work-life balance and flexible work schedules. The Transportation Agency's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.



As a self-help county, TAMC is responsible for delivering regional transportation projects pursuant to a voter-approved ballot initiative, which partially funds the transportation projects with a 3/8-percent sales tax. Our agency also works collaboratively with neighboring counties around the State through organizations such as the Central Coast Coalition, the Coast Rail Coordinating Council, the Rural Counties Task Force, and the Self-Help Counties Coalition.

Learn more about TAMC's work at <https://www.tamcmonterey.org>.

REQUIRED APPLICATION MATERIALS

To apply for the above position, please submit by the filing deadline a complete application package that includes each of these three items:

- Cover letter
- Résumé
- Transportation Agency for Monterey County (TAMC) application form

Application packages must include all three documents in a single e-mail submittal. The application form may be obtained from our website: www.tamcmonterey.org. To be eligible for consideration, complete application packages must be sent to:

Transportation Agency for Monterey County (TAMC)
Jefferson Kise, Director of Finance & Administration
jeff@tamcmonterey.org

SELECTION PROCEDURES

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An interview may further assess the applicant's level of required skills and knowledge. **If you have questions, call (831) 775-0903.**

[The Transportation Agency for Monterey County is an Equal Opportunity Employer.](#)

