



ACCOUNTING INTERN
Hourly Wage \$15.00

First Review of applications will begin June 17, 2019

THE POSITION:

Under the direction of the Accounting department, the Accounting Intern will directly assist the Administration Department with a wide range of tasks and projects related to accounts payable, accounts reconciliation, payroll, fare media sales, fixed assets inventory and special department projects.

This internship is designed to benefit both the intern and Gold Coast Transit District (GCTD). In this position, the intern will learn how to apply skills that were acquired in the academic environment and apply them in a professional setting. Intern will gain a better understanding of the role that finance and administration serves in a public transit district, and be better prepared to work in the areas of accounting and financial operations. The intern will also have exposure to various other administrative disciplines such as Procurement, Payroll and IT with limited introduction to various operating systems that assist GCTD. Work schedule will typically be 16-20 hours per week, with scheduling flexible to reflect GCTD's requirements

QUALIFICATIONS:

During the course of the internship, the Accounting Intern may be responsible to perform any or all of the following:

- Assist the Finance Department in maintaining vendor files, invoices, reports, monthly reconciliation reports and contract files administration.
- Accounts Payable- Prepare Invoices for payment – match invoices with packing slips, purchase order receipts and post to the correct GL. Process payments and mail out;
- Provide clerical support and create a more efficient tracking and filing system;
- Accounts Receivable (A/R) – Prepare invoices for fare media requests/sales. Process payments of A/R invoices;
- Research new policies and procedures as they relate to department goals;
- Scan documents
- Participate in related special projects
- Provide IT support as needed

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

All candidates must meet the following minimum qualifications:

- Candidate must be currently enrolled in school or post graduation of 6 months from an accredited college or university in Business, Finance, Economics, Accounting or a related major field of study.
- Preferred; A minimum of (6 months) of combined work experience.

OR:

- A combination of related education and work experience. Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Accounting, Business Management/Administrative or related field of study.

AND:

Knowledge of:

- Basic business concepts and generally accepted accounting / finance principles
- Basic computer software programs (Microsoft Office Suite)
- Strong written and oral communication skills

AND:

Ability to:

- Analyze operating data, identify issues and recommend appropriate solutions
- Work independently, able to multi-task, self-starter, detail-oriented, use strong organizational and time management skills;
- Develop, read and interpret rules, policies and procedures;
- Operate standard office equipment;
- Relate to individuals from diverse ethnic, cultural and socioeconomic backgrounds and to work with them in a fair, supportive and cooperative manner;

- Ability to communicate with co-workers, and business contacts in a courteous and professional manner.
- Analyze operating data, identify issues and recommend appropriate solutions
- Work independently, able to multi-task, self-starter, detail-oriented, use strong organizational and time management skills;
- Develop, read and interpret rules, policies and procedures;
- Operate standard office equipment;

SELECTION PROCESS:

All applications will be evaluated on their related work experience, education and qualifications.

The GCTD application must be fully completed. Any questions unanswered may cause you to be excluded from the selection process.

All applications must be filled out completely and must clearly show that the minimum requirements are met. All statements made on the application are subject to investigation and verification. Invalid applications are subject to disqualification.

PRE-EMPLOYMENT PROCESS:

The process includes a job specific pre-employment job-function analysis and drug screening to be completed by an industrial health clinic of our choice; background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

Applicants may obtain an application at www.goldcoasttransit.org and submit your application to:

GOLD COAST TRANSIT DISTRICT
301 East Third Street, Oxnard, CA 93030
Or by E-mail to: hr@goldcoasttransit.org

ABOUT GCTD

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 56 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

Employment Benefits

- Paid Sick Leave

Immigration & Control Act of 1986

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

Equal Opportunity Employer

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE