



Treasury Services Coordinator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
482	Non-Exempt	6 -Administrative Support	AFSCME	5	10/14/98	1068	1 of 2

DEFINITION: Under direction of the Treasury Services Supervisor, provides responsible technical and administrative support to assigned function. May exercise direct supervision over assigned clerical level support personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: The Treasury Services Coordinator is a single position class providing responsible technical and administrative support in the area of treasury services.

EXAMPLES OF DUTIES/ FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- prepares daily bank deposits and ensures timely deposit of funds;
- performs a variety of technical and routine accounting duties in the preparation, maintenance and processing of transactions related to area of assignment;
- performs various routines to support cash handling systems and the daily reporting of collections and disbursements including revenue bin resets at all four District operation divisions;
- responsible for check printing and maintenance of check printing system for both payroll and accounts payable applications;
- assists with ordering, vaulting, and security of viable check stock and all fare revenue instruments;
- oversees all petty cash funds; prepares technical reports and documentation related to area of assignment; performs control audits;
- monitors, reviews and ensures adherence to department audit and control procedures;
- audits and reconciles vendor payments and fare media sales and returns;
- assists with the development and implementation of computerized treasury systems and supervises the automated processing of treasury documents and reports;
- builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service;
- assists Treasury Services Supervisor with the supervision of Treasury Services clerical support staff;
- performs treasury service functions in the absence of the Treasury Services Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and procedures of treasury and revenue security procedures; principles and practices of audit and control procedures; modern office procedures, methods and computer equipment; applicable federal and state laws and regulations governing the treasury operations of the District.

Ability To: Assist with the supervision of Treasury Services clerical support staff and activities; perform all aspects of the job; analyze work papers, reports and special projects; explain, administer, and interpret policies and procedures; ensure adherence to audit and control procedures; operate automated office equipment and use a computer based accounting system; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Alameda-Contra Costa Transit District
Classification Specification**

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Education/Training: Equivalent to an A.A. degree from an accredited college or university with major course work in accounting, finance, business administration or a related field .

Experience: Two years of responsible technical administrative clerical experience in the treasury services or accounting field including one year of lead or supervisory responsibility.

License/Certification: Possession of a valid California Class C Driver's License.