



## **Job Description**

(Revised 3/19/24)

**Job Title: Administrative Manager/Bookkeeper**  
**Reports To: PVTA CEO**  
**FLSA Status: Exempt**  
**Prepared Date: March 2024**  
**Approved By: PVTA Technical Committee**

**Salary Range: \$62,827.00 to \$76,367 Annually Assistant Planner Range 147 (no adjustment)**

### **Administrative Manager/Bookkeeper**

**Pomona Valley Transportation (PVTA)** is the specialized transportation provider for the cities of Claremont, La Verne, Pomona and San Dimas. PVTA currently operates several specialized services in the area. The position reports to the PVTA Administrator. The Administrative Manager/Bookkeeper will oversee PVTA's administrative operations including, accounting, payroll, management of PVTA's financial and personnel records and systems.

**DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- 1. Financial Management/Bookkeeping**-Maintain PVTA financial records, including production of the monthly financial reports, manage billings to funding sources and client agencies, purchase orders and payments, oversee cash flow. Management accounts payable. Manage billings and payments for fare media sold via the Transit Store, including PVTA services, Access Services and Foothill Transit. Prepare authority financial records of audit.
- 2. Payroll**-Manage the PVTA payroll. Maintain records of leave accrual.
- 3. Benefits Program and Compliance**-Manage the benefits program for PVTA including maintaining health insurance and PERS. Produce all compliance reporting required by EDD and IRS and other agencies.

**4. Transportation Information and Assistance**-Provide callers and walk-in customers with information on all transportation resources serving the Pomona Valley. Assist seniors and individuals with disabilities in selecting and navigating the transportation options appropriate for them. Guide new users through registration and the initial use of available services.

**5. Passenger Registration**-Assess riders needs and register passengers for the appropriate service.

**6. Complaints and Service Request**-Receive and record complaints and service requests. Perform follow up on complaints investigations. Coordinate contractor responses to special service requests.

**7. Public Information**-Preparation and distribution of monthly reports and agenda packages. Posting of announcements and information on the PVRTA website.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills both oral and written
- Knowledge transit and paratransit services.
- Excellent customer service skills
- Computer skills (MS Office, Excel, Word, Power Point, Photoshop)
- Accounting software (Quickbooks)
- Problem solving and critical thinking skills
- Analytical and data interpretation skills
- Organizational skills
- Ability to prioritize responsibilities and workload
- Ability to demonstrate a sensitivity to persons with disabilities and the elderly

## **EDUCATION and/or EXPERIENCE**

Any combination equivalent to the experience and education that could typically provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree from an accredited college or university and a minimum of one year of experience in the public sector.

## **ACCOUNTING AND FINANCIAL MANAGEMENT**

Familiarity with the principles of governmental accounting and use of accounting software.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:** *The physical demands described here 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 qualified individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

## **COMPENSATION AND BENEFITS**

**Salary Range: \$62,827 to \$76,367 Annually**

### **Retirement**

All full time permanent employees shall be covered for retirement purposes by the Public Employees Retirement System (PERS) **Miscellaneous Members Per 2% @ 62 Formula** in accordance with contractual agreement between PVTA and PERS.

### **Health Coverage**

PVTA shall provide full time permanent employees with health insurance coverage. PVTA shall pay applicable premiums for employee and family coverage.

### **Dental Insurance**

PVTA shall provide dental coverage for all full time permanent employees. PVTA shall pay applicable premiums for employee and family coverage.

## **SELECTION PROCESS**

Qualified candidates need to apply by March 31, 2024 . Application requests must be submitted to: Erika Jacquez, Senior Program Manager , Pomona Valley Transportation Authority, 2120 Foothill Blvd. #116, La Verne, CA 91750. (909) 596-7664 ext.0 , email- Erika@pvtrans.org. The most qualified applicants will be selected to participate in an oral examination. PVTA is an Equal Opportunity Employer and Drug/Alcohol Free Workplace.

Pomona Valley Transportation Authority  
**APPLICATION FOR EMPLOYMENT**  
 2120 FOOTHILL BLVD. SUITE. 116 LA VERNE, CALIFORNIA 91750  
 AN EQUAL EMPLOYMENT OPPORTUNITY

APPLICATION FOR POSITION OF: \_\_\_\_\_

**GENERAL BACKGROUND INFORMATION**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

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CITY STATE ZIP CODE

E MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: _____ <small style="margin-left: 100px;">AREA CODE</small>	SOCIAL SECURITY NUMBER: _____
BUSINESS PHONE: _____ <small style="margin-left: 100px;">AREA CODE</small>	DRIVER'S LICENSE NUMBER: _____ EXPIRATION DATE: _____

PLEASE LIST ANY OTHER NAMES YOU HAVE USED FOR WORK OR EDUCATION RECORDS: \_\_\_\_\_

IN AN EMERGENCY, NOTIFY: \_\_\_\_\_  
NAME

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ADDRESS CITY STATE ZIP CODE TELEPHONE

IF "YES" TO ANY OF THE FOLLOWING QUESTIONS (A THROUGH E), PLEASE EXPLAIN UNDER "REMARKS" BELOW.

- a. HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION? YES  NO
- b. DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITION OR HANDICAP WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB APPLIED FOR? IF YES WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? YES  NO
- c. HAVE YOU EVER BEEN EMPLOYED BY THE PVTA? YES  NO
- d. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE PVTA? YES  NO

A "YES" ANSWER TO ANY OF THE ABOVE QUESTIONS WILL NOT AUTOMATICALLY DISQUALIFY THIS APPLICATION FROM FURTHER CONSIDERATION. FALSE ANSWERS MAY BE CAUSE OF DISQUALIFICATION OR DISMISSAL.

**REMARKS**

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- e. ARE YOU OVER 18 YEARS OF AGE? YES  NO
- g. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH, FLUENTLY? YES  NO   
 IF SO, PLEASE SPECIFY: \_\_\_\_\_
- h. WHAT WRITTEN PROOF OF LEGAL RESIDENCE CAN YOU SUBMIT TO SHOW THAT YOU ARE ENTITLED TO WORK IN THE UNITED STATES? (e.g., birth certificate, certificate of naturalization, U. S. passport, work visa, resident alien card, or social security card **PLUS** driver's license.) \_\_\_\_\_

**EDUCATION**

ARE YOU A HIGH SCHOOL GRADUATE? IF NOT, DO YOU POSSESS A GED OR HIGH SCHOOL EQUIVALENCY?  
 YES  NO  YES  NO

HIGHEST GRADE COMPLETED:

NAMES AND LOCATIONS OF ALL COLLEGES AND UNIVERSITIES ATTENDED:	FULL OR PART TIME:	NO. OF UNITS EARNED:	MAJOR SUBJECT:	DEGREE OR CERTIFICATE:

**EMPLOYMENT HISTORY**

LIST ALL JOBS YOU HAVE HELD WITHIN THE LAST TEN YEARS. START WITH YOUR PRESENT OR MOST RECENT POSITION. IF ADDITIONAL SPACE IS NEEDED, SUBMIT AN ADDITIONAL DOCUMENT. **THIS SECTION MUST BE FULLY COMPLETED.**

FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME AND TITLE OF SUPERVISOR
HOURS WORKED/WK	TITLE OF POSITION	
DESCRIPTION OF DUTIES		

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TO (MO/YR)	COMPANY ADDRESS	NAME AND TITLE OF SUPERVISOR
HOURS WORKED/WK	TITLE OF POSITION	
DESCRIPTION OF DUTIES		

**REMARKS**

PROVIDE THE FOLLOWING REQUESTED INFORMATION ON AT LEAST TWO RELIABLE PERSONS, OTHER THAN RELATIVES, WHO ARE SUFFICIENTLY FAMILIAR WITH YOUR QUALIFICATIONS AND CHARACTER TO FURNISH DEFINITE INFORMATION ABOUT YOU.

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

**SELF-CERTIFICATION OF SKILLS**

PLEASE LIST ANY EQUIPMENT, SOFTWARE, MECHANICAL AIDS (RELEVANT TO YOUR POSITION) YOU HAVE USED AND LEVEL OF

PROFICENCY (e.g. WPM): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE OF APPLICANT**

"I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE POMONA VALLEY TRANSPORTATION AUTHORITY TO MAKE INVESTIGATIONS AND INQUIRIES THAT ARE LIMITED TO THE REQUIREMENTS FOR THIS POSITION, OF MY EMPLOYMENT, FINANCIAL AND MEDICAL HISTORY AND OTHER RELATED MATTERS, AS THEY RELATE TO THE REQUIREMENTS OF THE POSITION FOR WHICH I AM APPLYING. IN ARRIVING AT AN EMPLOYMENT DECISION, I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ANY LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR ANY STEP IN THE EMPLOYMENT SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I FURTHER UNDERSTAND THAT AN APPOINTMENT TO THIS POSITION IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A PHYSICAL EXAMINATION AND BACKGROUND CHECK. I UNDERSTAND ALSO THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE POMONA VALLEY TRANSPORTATION AUTHORITY." I UNDERSTAND THAT IF DURING THE RECRUITMENT PROCESS ANY CHANGES OCCUR IN THE INFORMATION PROVIDED, I MUST NOTIFY THE AUTHORITY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_