



## JOB DESCRIPTION

<b>TRANSIT BILLING &amp; FISCAL SPECIALIST</b>	<b>FLSA Status: Non-Exempt</b>
<b>Latest Review Date: April 2026</b>	<b>Department: Transit/Indirect</b>
<b>Effective Date: April 2026</b>	<b>Reports to: Chief Financial Officer</b>

### POSITION SUMMARY

Responsible for completing public transportation receivables and supporting the Fiscal Department to ensure accurate, compliant, and efficient financial operations across transit and agency systems.

The Transit Billing & Fiscal Specialist is expected to exemplify the agency's core values of Growth, Adaptability, Respect, Responsiveness, Compassion, and Collaboration. This position is responsible for complying with all agency and departmental policies and procedures that reflect and promote these values.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel occasionally within and out of service area
- Establish a collaborative and communicative relationship with staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

#### Program Specific:

##### Transit Billing & Receivables:

- Record and reconcile driver deposits, client payments, and credit card receivables
- Complete monthly transit invoicing and claims for billable services
- Monitor and manage outstanding transit receivables, including client communication regarding delinquent accounts
- Resolve unpaid or denied claims by communicating directly with MCOs and other agencies
- Deliver high-quality customer service to transit clients and partner agencies

##### General Fiscal Support:

- Maintain accurate financial records, including general ledger entries, receivables, and disbursements
- Record and verify accounts receivable across multiple systems
- Reconcile customer statements, research discrepancies, and review accounts receivable aging reports monthly
- Ensure invoices and receipts are assigned to the correct programs and line items
- Verify accuracy to prevent duplicate payments or receipts
- Assist the Accountant with payroll processing
- Assist with preparation of financial reports for state, federal, and local funding sources

- Prepare fiscal documentation for audits
- Reconcile and balance accounts
- Complete all required reports in a timely manner
- Provide general administrative support as needed (phones, reception, etc.)
- Complete Uniform Guidance training
- Assist Chief Financial Officer and Accountant with other fiscal duties as assigned

#### **SUPERVISORY RESPONSIBILITIES**

N/A

#### **REQUIREMENTS**

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.

#### **EDUCATION AND/OR EXPERIENCE**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must have excellent computer skills.

#### **PRACTICAL SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES & REGISTRATIONS**

Must have valid driver's license and carry the state of Iowa minimum levels of automobile insurance. Must satisfactorily complete a criminal records check. Must also be bondable.

#### **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 individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_