



**ALTRANS**  
Alternative Transportation Solutions



## **Job Description & Posting**

### **General & Financial Administrative Analyst**

*Since 1991, ALTRANS (Alternative Transportation Solutions) has been providing a variety of Transportation Demand Management (TDM) services including carpool, transit, shuttle bus, bicycle and telecommute programs for employers, cities, developers, K-12 schools and college commuters that regularly travel in certain geographical areas mostly in the (south) bay area.*

*ALTRANS' commitment to reducing traffic congestion, vehicle collisions and improving air and water quality levels by reducing (emissions from) single occupant vehicles from our roadways, improves the quality of life for the south bay area and beyond. As a small business, ALTRANS employs and contracts with an average of 15 employees and contractors - at any given time.*

#### **DESCRIPTION OF POSITION:**

The Administrative & Operations Assistant is responsible for the day-to-day coordination and completion of *various* administrative and operational functions including; assisting with general business office administration, finance duties and human resource coordination. The A & O Assistant will provide whatever is necessary in the overall administrative and operational functions in order to provide excellent customer service to our clients.

#### **ASSIGNMENT & SALARY**

**Status:** Part-time @ 20 – 24 Hours Per Week (Flexible schedule); may turn into full-time at later date

**Location:** ALTRANS' Main Office in NE San Jose (880 & Montague Expressway)

**Salary/Compensation:** Commensurate with Experience

#### **PREFERRED QUALIFICATIONS:**

An Associate of Arts Degree, equivalent or 60 units, from an accredited college in business/accounting administration or public administration *is preferred* and three years of increasingly responsible duties relating to the administration of an organization and/or executive staff.

#### **PREFERRED KNOWLEDGE AND ABILITIES:**

1. Demonstrated ability to utilize computers and appropriate software including MS Office Suite.
2. Financial or accounting background and/or demonstrated ability to use QuickBooks.
3. Demonstrated ability of (basic) human resource laws and practices.
4. Demonstrated ability to communicate effectively, both orally and in writing.
5. Proven organizational and coordination skills; multi-tasking abilities.
6. Must have valid (California) Class "C" CDL with good driving record

## **EXAMPLES OF DUTIES:**

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### **A. General Administrative & Operations Duties: (Approx. 40 percent of job)**

1. Perform general office work; phones, filing, supplies, computer and equipment maintenance.
2. Review, edit and create text & graphics for flyers, brochures and general correspondence.
3. Initiate contact and projects with external transportation peers.
4. Coordinate external calendar/meetings and travel arrangements.
5. Assist with conducting transportation surveys.
6. Provide detailed research and analysis on specific programs and projects.
7. Assist with basic Transportation Demand Management (TDM) activities.
8. Research and report on project requirements and documentation measures.
9. Support sales efforts.
10. Assist with specific administrative & operational projects as needed.

### **B. Financial Duties (Approx. 40 percent of job)**

1. Entry of accounts receivable/payable records.
2. Maintain ledger balance; reconcile accounts.
3. Prepare accounts payable.
4. Prepare A/R and call on (any) delinquent accounts.
5. Prepare and track budgets and expense reports.
6. Prepare and complete employee payroll; transmit employee/employer payroll taxes.
7. Calculate Worker's Compensation bills.
8. Assist with 401k plans.
9. Prepare and maintain books for corporate taxes; assist CPA with tax returns.
10. Assist with specific financial projects as needed.

### **C. Human Resources: (Approx. 20 percent of job)**

1. Assist with the recruitment and placement of new staff.
2. Provide generalist HR functions to employees.
3. Assist with specific human resource projects as needed.

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