

Job Description

TITLE: Transportation Accounting Supervisor

QUALIFICATIONS: NJ Student Transportation Supervisor Certificate

RESPONSIBLE TO: Transportation Coordinator

TERMS OF EMPLOYMENT: 12 Months

Scope of Position:

The Transportation Accounting Supervisor is responsible for supporting the Transportation Coordinator in the safe, efficient, and effective operation of the transportation billing database, state reporting, and vendor contracts.

Qualifications:

1. Earned Bachelor's or Associate's degree is preferred.
2. New Jersey School Transportation Supervisor's Certificate.
3. Minimum of three to five years of exemplary experience in a related position.
4. Highly effective communication (oral & written), organizational, and interpersonal skills needed to work successfully with staff, families, district personnel, and contractors.

RESPONSIBILITIES:

1. Accept flexible hours as established by the Coordinator to cover the Transportation Office from 8:00 a.m. - 4:30 p.m. but within limits established by Commission Policy.
2. Review and become familiar with the operation and use of all computer software used in the Transportation Department.
3. Maintain the transportation billing database, including input, verification of the accuracy of the database, analysis, and reporting.
4. Work effectively in providing assistance to all staff involved in using the transportation billing database.
5. Work in conjunction with the Coordinator on aspects of the transportation department's functions. When authorized, act on the Coordinator's behalf with outside vendors, contractors, state regulators, the Office of Criminal History Review, and any other agencies that have contact with the department.
6. Act as liaison to the developer of the transportation software package to effectively customize and troubleshoot the program; become thoroughly familiar with all program components.
7. Demonstrate enthusiasm and resourcefulness in providing instruction to staff and administration regarding database operations.
8. Calculate monthly payments to contractors with timely submission to the Business Office for payment.
9. Calculate the distribution of pro-rated costs of each route for each participating district, including adjustments of these costs as required by the addition or deletion of pupils.
10. Reconcile district billing and contractor payments on a monthly basis.

11. Work with the Coordinator in utilizing technology to streamline Transportation Office procedures.
12. Assist the Coordinator in preparing the monthly Board Meeting agenda.
13. Perform supplementary clerical duties as needed.
14. Become familiar with and proficient in the use of all office equipment needed to conduct the operation of the Transportation Office effectively and efficiently.
15. Have knowledge of and adhere to all policies, rules, and regulations of the Commission.
16. Consistently use good judgment regarding the confidentiality of records and confidences of staff, parents, and children.
17. Perform all other duties as assigned.

Board Approved: