



STA is currently accepting applications for the position of:

ACCOUNTING TECHNICIAN **(Full-Time – Non-Exempt)**

The ideal candidate should be a team player with a can-do attitude who is ready to expand their career in our dynamic work environment. Unlock your potential and make an impact to your community with STA.

Salary Range: \$5,365 - \$6,520 per month

Benefits include CalPERS retirement, deferred compensation, health, dental, vision, and life insurance. Holidays, Vacation (10 days per year), and Sick Leave (12 days per year)

Final Filing Date: 5:00 p.m. – Tuesday, September 16th, 2025

Important Note: WHEN A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THIS ANNOUNCEMENT MAY BE CLOSED AT ANY TIME AT THE DISCRETION OF THE AUTHORITY.

Tentative Oral Interview: Week of September 22nd, 2025

SUMMARY OF RESPONSIBILITIES: The **Accounting Technician** provides support in budget development and monitoring by providing budget to actual expenditure reports; assists in grant management by maintaining the grant database and electronic files; processes accounts payable and accounts receivable in adherence to policies, procedures and established budgets. As part of the Finance team, the Accounting Technician responds to requests for accounting information from STA staff and auditing agencies. This position reports directly to the Finance and Budget Manager. In addition, the Accounting Technician assists the Finance and Budget Manager in technical support work for the Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable/Accounts Receivable Processing:

- Prepare purchase orders requests in compliance with procurement policies and ensure required approvals.
- Record expenditures in databases and maintain electronic files.
- Processes invoices from vendors and consultants, verify accuracy and record transactions in Tyler-Munis financial system.
- Maintains the vendor database and local preference matrix.

STA is an equal opportunity employer

- Prepares and submits bank deposits of cash and checks.
- Processes employee reimbursement requests.
- Reconciles Petty Cash.

Accounting Support:

- Provides documents as requested in response to grant audits and STA's annual financial audits.
- Maintains fixed assets database.
- Reconciles accounts.
- Creates reports and provides accounting information to STA staff upon request.
- Reviews timesheets for accuracy before submitting to outside agency for payroll processing.
- Maintains electronic payroll files and creates reports.
- Other tasks and duties, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that would likely provide the required knowledge and abilities listed below is qualifying. The ideal candidate shall possess two (2) or more years of accounting experience, preferably in a public or municipal organization, and an associate degree in accounting, finance, or closely related field from an accredited college or university. A combination of accounting college level coursework and related work experience will be considered.

KNOWLEDGE AND SKILLS: In addition to the experience and education described above, the position requires:

- Knowledge of general accounting principles and practices.
- Proficiency in electronic office systems, Microsoft Office, and Excel.
- Strong work ethic, goal oriented.

ABILITIES:

- Ability to interpret and apply accounting principles and guidelines to real-world accounting issues.
- Prioritize multiple tasks of varying complexity and adhere to deadlines.
- Effectively perform routine tasks and manage assigned operations with minimal supervision.
- Maintain a well-organized system of electronic files.
- Input financial data with a high degree of accuracy.
- Communicate clearly, accurately, and concisely, orally and in writing.
- Apply critical thinking to situations and recommended actions.
- Maintain positive working relationships with STA staff and the public using principles of excellent customer service.
- Perform other duties as assigned.

PHYSICAL DEMANDS: While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

DRIVING REQUIREMENTS: Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and following employment, annually thereafter.

APPLICATION PROCESS:

To apply for this opportunity, please visit the STA website at: <https://sta.ca.gov/work-with-sta/employment-opportunities/>

or click the QR code



A completed Solano Transportation Authority (STA) Employment Application must be submitted as directed below.

Applications must be received no later than 5:00 p.m. on Tuesday September 16th, 2025; however, when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.

You may also mail or submit in person the completed application materials to:

**Attn: STA - Human Resources
423 Main Street
Suisun City, CA 94585**

or email to: humanresources@sta.ca.gov

STA will also establish a certified eligibility list for future openings for this position in any category.

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the recruitment process. The examination process may consist of a practical exam and/or oral interview. In addition, this position requires a full background check.

Oral interviews are tentatively scheduled for the week of September 22nd, 2025.

OTHER IMPORTANT INFORMATION:

It is important that your application shows all the relevant education and experience you possess. Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.

If you believe you may need accommodation during the interview or testing process, please contact Human Resources at (707) 424-6075. Requests for accommodation **must be received no later than five (5) calendar days** before the oral board date on the recruitment.

STA an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.