

**SOUTHWESTERN VIRGINIA TRANSIT MANAGEMENT
COMPANY**

Position Job Description

Department: FINANCE

Position: ACCOUNTING ASSOCIATE – AR Accounting Clerk

Reports to: ACCOUNTING SUPERVISOR

Prepared by: DIRECTOR OF FINANCE

Approved by: GENERAL MANAGER

Position Status: Hourly; Full Time

Date Updated: June 10, 2026

JOB SUMMARY:

This position is responsible for Accounts Receivable functions, including invoicing, collections and Customer File maintenance. This position is charged with the maintenance and distribution of tickets and passes, as well as assisting with processing Customer Service Representatives daily deposits and bi-weekly farebox receipts.

This position is charged with supporting the strategic direction of the Southwestern Virginia Transit Management Company (SVTMC).

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Processes Accounts Receivable invoices resulting from various sales, including direct customer fare media and advertising sales.
- Monitors monthly aged trial balance and prepares customer statements. Contacts customers with monthly balances over sixty (60) days for payment arrangements.
- Maintains monthly reconciliation tying the A/R module to the general ledger.
- Distributes tickets to CSR's and other employees, as needed, and maintains appropriate supporting documentation.
- Prepares and delivers tickets, as ordered by external customers.
- Reconciles ticket sales, as needed
- Maintains ticket inventory.
- Assists in preparing daily deposits for checks and cash received by CSR's.
- Assists in counting and preparing farebox revenue for the transfer to Loomis.
- Assists in maintaining petty cash to exchange currency and coins to CSRs as

needed.

- Provides the Accounting Supervisor with any materials related to accounts receivable, ticket distribution.
- Assists with special projects as needed and perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCE REQUIRED

High school diploma or GED equivalent, required, with two (2) years related experience or equivalent combination of education and experience. Associate degree in business or accounting with two (2) years related experience or equivalent combination of education and experience preferred.