

**SOUTHWESTERN VIRGINIA TRANSIT MANAGEMENT
COMPANY**

Position Job Description

Department: FINANCE

Position: ACCOUNTING ASSOCIATE – AR

Reports to: ACCOUNTING SUPERVISOR

Prepared by: DIRECTOR OF FINANCE

Approved by: GENERAL MANAGER

Position Status: Hourly; Full Time

Date Updated: June 23, 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 role is charged with supporting the strategic direction of the Southwestern Virginia Transit Management Company (SVTMC), by engaging in revenue generating and cash collection activities.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Processes Accounts Receivable invoices resulting from various sales, including direct customer fare media and advertising sales, and local operating partners.
- Monitors monthly aged trial balance and prepares customer statements. Contacts customers with monthly balances over sixty (60) days for payment arrangements.
- 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.
- Calculate and bill local operating partners, their proportionate share of GRTC's cost based on passenger volume (monthly.)

- 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.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS

- Proficiency in Microsoft Suite, with emphasis on Excel. Knowledge of ADP and D365 systems is a plus
- Ability to learn new software programs quickly
- Strong interpersonal skills and ability to work in a team environment
- Exceptional communication and organizational skills

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or GED equivalent, required.
- Associate's degree in business or accounting with at least two (2) years of related experience
- An equivalent combination of education and experience will be considered.

PHYSICAL DEMANDS

- Must be able to effectively use a computer by typing and reading words on the screen
- Must be able to sit or stand for an extended period
- Must be able to stoop or bend occasionally
- Must be able to occasionally lift/carry up to 40 pounds

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 essential functions.

WORK ENVIRONMENT

- The work conditions are those associated with a climate-controlled office environment with a desk, computer, file cabinets, cubicle workspace, and some shared workplaces.

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