



VOLUNTEER TRANSPORTATION CENTER, INC.  
24685 Route 37 Watertown, NY 13601

**Title:** Mapping Analyst/Clerk

**Reporting Relationship:** Reports to the Finance Director

**Job Summary:** The Mapping Analyst is responsible for data entry as it relates to volunteer transportation.

**Specific Duties:**

- Process volunteer vouchers using mapping software.
- Audit trip vouchers and enter mileage.
- Assist in preparing billing spreadsheets, to include: Jefferson County DSS, Lewis County DSS, TLS, HGS, FMLM, FIDELIS, UNITED HELPERS.
- Process incoming client applications for all counties VTC serves.
- Maintain an electronic database of processed client applications.
- Complete all billing for New Hampshire transportation through the CTS website.
- Maintain Gas Card Log; signing out gas cards to volunteers, keeping an appropriate number of cards on site.
- Prepare driver reimbursement reports for input into the database, and to maintain electronic copies on the server.
- Assist in issuing checks to Volunteer Drivers; preparing checks for mail.
- Maintain an electronic filing system of all processed driver vouchers.
- Answer incoming phone lines; receive appointment information; handle issues with transportation.
- Provide back-up coverage as needed in the Finance office.
- All other duties assigned by the Finance Director or Development Director considered necessary for the operation of the organization.

**Preferred Qualifications:** A combination of education and work experience that demonstrates the ability to carry out job duties as described. An Associates Degree and two (2) years of work experience is preferable. Attention to detail a must. Must have

excellent oral and written communications and interpersonal skills. Must be well-organized, able to work independently and able to meet deadlines. Must be able to perform well under pressure.

2021.10.27 JCH