

Brevard County Government Volunteer Position Description

Transit Services/Finance Clerk

Purpose: Assist Transit Services' Finance Officer with various finance related activities

Location: Transit Services Offices, 401 S. Varr Avenue in Cocoa, and 460 S. Harbor City Blvd. in Melbourne

Responsibilities: Counting fare box money, selling bus passes, updating bus passes database, riding in the buses to take care of passenger surveys on/off counts, and other tasks related to Finance Officer's duties

Qualifications: Some finance or accounting background preferred, basic computer and data entry skills, in-person meeting with Finance Officer, and able to pass low level background screening

Time Commitment: Flexible, suitable for short term or ongoing involvement

Training and support: Orientation, training and ongoing support provided by Zoila Villanueva, Finance Officer

Benefits: Will meet BCC Service Learning hour requirements, gain experience in a professional setting

Volunteer Supervisor: Zoila Villanueva, Finance Officer Transit Services

Phone: 321-635-7815 ext. 603

Email: zoila.villanueva@brevardcounty.us