

March 11, 2022**RECRUITMENT ANNOUNCEMENT
ACCOUNTING TECHNICIAN****POSITION PAY RANGE:****\$19.96 - \$28.47****PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

Under the direction of the Controller, this position will perform accounts receivable functions, administer bus pass sales, and carry out a wide variety of fiscal support duties within the Finance Department.

ESSENTIAL JOB FUNCTIONS:

- Record daily revenue receipts and prepare for deposits. Match accounts receivable invoices to incoming payments and enter deposits into accounting system.
- Issue and deliver monthly bus passes to various outside sale agencies. Prepare invoices due, mail monthly bus passes to customers, and reconcile monthly receipts. Generate related reports.
- Handle vault duties, which include bagging and processing cash for vendor pick-up. Record and enter daily and monthly fare box count information into Excel spreadsheets. Balance fare box counts to monthly bank deposit statements. Enter information into accounting system on a timely basis.
- Process collection duties related to accounts receivable payments.
- Escalate unresolved issues quickly and recommend solutions.

AUXILIARY FUNCTIONS:

- Participate in cross-training and serve as back-up for other Finance Department functions such as processing journal entries, performing reconciliations, and reporting for grants.
- Additional duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Proficiency with Microsoft Office suite, calculators, and standard office equipment.
- Knowledge of general accounting procedures and practices, particularly those relating to accounts receivable.
- Proficient in basic arithmetic and have the ability to make computations and tabulations quickly with a high degree of accuracy.
- Ability to organize work and prioritize in order to meet deadlines, as well as expectations of quality and quantity of work.
- Ability to communicate, both orally and in writing, with other employees and the general public, at the level necessary to satisfactorily perform the duties of the position.
- Ability to interact with other employees and the public using courtesy, tact, and good judgment while positively representing the District.
- Ability to be self-starting, proactive, and a team player.

SPECIAL REQUIREMENTS:

- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED supplemented by training in accounting or bookkeeping, and two years of experience in accounting, preferably in accounts receivable

OR

Any satisfactory equivalent combination of related experience and training that provides the required knowledge, abilities, skills, and other special requirements listed above.

WORKING CONDITIONS:

- Office working environment
- A requirement of the position is to travel to a secondary location weekly to perform position functions either via bus or personal motor vehicle. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.
- Must occasionally lift and maneuver materials (e.g. coin bags) weighing up to 50 pounds.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit the application to our Administration Office. To obtain an application:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of the original official District application form will not be accepted. Applications may be submitted in person, by email, by fax, or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 3/1/2021

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

After six months

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

Employee Retirement Plan

- **Profit Sharing Plan**
 - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
 - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
 - Payroll deduction
 - Employee self-contribution
- **LegalShield® and IDShield™**
 - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
 - Payroll deduction

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.