

May 29, 2020**RECRUITMENT ANNOUNCEMENT
ACCOUNTANT (LIMITED DURATION)****SALARY RANGE:
\$58,856.92 - \$83,915.89
PLUS EXCELLENT BENEFITS PACKAGE****FIRST REVIEW: JUNE 19, 2020
OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Accounting Manager, performs professional level finance and accounting functions including reconciling financial records, preparing routine financial reports, annual financial statements, and completing special projects as required.

ESSENTIAL JOB FUNCTIONS:

Compiles and analyzes financial data to prepare and maintain General Ledger; assures accuracy of information integrated into the General Ledger from all subsidiary systems; and assists in monthly reconciliations of all bank accounts.

Assists the Accounting Manager with year-end interim and final audit processes including reconciliations and worksheets, preparation and oversight of audit fieldwork, and responses to auditors.

Assists the Accounting Manager with preparation of schedules for Comprehensive Annual Financial Report, including updates to notes, statistical section, and GFOA required components.

Reviews accounts payable transactions prior to payment to ensure proper documentation, policy adherence, and data accuracy. Establishes and maintains statistical, financial, and budgetary control records.

Performs specialized accounting research, forecasting, analysis, and budgetary requirements as assigned. Prepares periodic financial reports for departments. Assists department personnel with monitoring financial activity and responding to questions.

Reviews daily deposits for proper coding and dating of cash and credit card transactions.

Assists in administering grant contracts and contract files; monitors compliance to contractual obligations; reviews monthly, quarterly and annual grant reports, and ensures timely filings.

Participates in the triennial Federal Transit Administration review by gathering required documentation needed and responding to required question areas.

Develops user manuals for accounting systems and fiscal policies and procedures.

Advises departments on accounting procedures and deadlines.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Extensive knowledge of generally accepted accounting principles, practices, procedures, and controls, preferably in governmental or fund accounting.

Considerable knowledge of pertinent accounting and financial-related federal, state, and local regulations and laws, including principles governing internal controls.

Working knowledge of the principles, methods, and techniques needed to prepare audit documentation.

Considerable skill in using personal computers and various accounting and financial applications.

Ability to communicate both orally and in writing, with other employees and the general public, in a clear, concise, and logical manner at the level necessary to satisfactorily perform the duties of the position.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment and to act as a positive representative of the District.

Ability to work cooperatively with others; be respectful of co-workers; and promote teamwork.

Ability to maintain confidential information.

Ability to expend the effort and time necessary to do the job well.

Ability to perform the job functions in a timely, safe, and accurate manner.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree with major course work in accounting, finance or business administration or related field and at least five years professional accounting experience in government or fund accounting.

OR

Any satisfactory equivalent combination of related experience and training which provides required knowledge, abilities, skills, and other special requirements listed above. CPA is a plus.

SPECIAL REQUIREMENT:

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

WORKING CONDITIONS:

Usual office working environment.

May occasionally have to drive or take the bus to perform position functions. 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.

If incumbent assists with vault room activities, may occasionally have to lift or move materials 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 WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit the application and supplemental questionnaire to the Administration office. To obtain an application and supplemental questionnaire:

- ❖ 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: www.Cherriots.org/careers.
- ❖ In Person: You may pick up application materials from the Human Resources Department located at 555 Court St NE, Suite 5230, Salem, Oregon 97301. Our office hours are from 8 a.m. to 5 p.m., Monday through Friday.
- ❖ 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 or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email 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 7/1/2019

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 Oregon Dental Service - 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 Plans

- **401(a) Money Purchase Plan** (Defined Contribution Plan)
 - District contributes 10% of employee's earnings
- **Floor Offset** (Defined Benefit Retirement Plan) - based on formula

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.