

May 15, 2025**Recruitment Announcement
Accountant****Position Salary Range: \$72,972.04 - \$104,040.67**
Excellent Benefits Package**Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Controller, the Accountant performs professional-level finance and accounting functions, including reconciling financial records, preparing routine financial reports and annual financial statements, and completing special projects as required.

Duties:

- Prepare complex journal entries and account reconciliations, including receivables, payroll liabilities, and accounts payable. Assure the accuracy of information integrated into the General Ledger from all subsidiary systems.
- Perform cash management duties and manage banking accounts.
- Prepare journal entries for banking wire transfers, ACH payments, etc., for all associated SAMTD bank accounts.
- Prepare, manage, and maintain a monthly/quarterly/year-end closing schedule, ensuring all required activities are completed according to schedule.
- Routine review for the General Ledger Month End Manager program. Ensuring all journals are posted. No unbalanced journals, Fund Control Discrepancies, or

Unbalanced funds exist. Review with the Controller any discrepancies needing correction. Close each period upon completion of financial reporting.

- Prepare monthly and quarterly financial reports.
- Assist other departments in preparing annual budgets and support Finance staff in the budget process from proposal to adoption as needed.
- Assist in year-end asset inventory and perform/document annual count of Petty Cash.
- Assist in monthly and annual National Transit Database (NTD) reporting.
- Assist in federal triennial audit preparation and comprehensive annual financial report (CAFR) preparation.
- Review payroll, accounts payable, and accounts receivable documentation for accuracy.
- Maintain and reconcile the petty cash fund.
- Assist in year-end audit processes, including reconciliations and worksheets.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Perform duties with minimal supervision.
- Extensive Excel and Word software experience, personal computer, and asset software experience. Experience with automated financial systems.
- 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 and a budget document.
- Communicate orally and in writing with other employees and the general public in a clear, concise, and logical manner at the level necessary to perform the position's duties satisfactorily.
- Interact with other employees and the general public using courtesy, tact, and good judgment, and act as a positive representative of Cherriots.
- Work cooperatively with others; be respectful of co-workers; promote teamwork.
- Expend the effort and time necessary to do the job well.
- Perform the job functions in a timely and accurate manner.
- Maintain confidential information.
- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Education and Experience:

- Bachelor's degree or Technical Certificate.
- 3 to 5 years accounting experience; Public Sector employment a plus.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. SAMTD reserves the right to determine the equivalences of education and experience.

Special Requirements:

- Degree in Accounting, Finance, or Business Administration; Financial experience with the governmental or transit industry is preferable. MBA, CPA, CMA, CGFO, or similar certifications are also a plus.
- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification if applicable.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences. May occasionally have to drive or take the bus to perform position functions.
- Duties must be performed on-site; remote or hybrid work arrangements are not available.

To Apply:

Applications are preferred over resumes.

If you have any questions regarding the application or selection process, please contact the Human Resources Specialist at recruitment@cherriots.org or 503-361-7502.

If you require accommodation under the Americans with Disabilities Act or the Equal Employment Opportunity Act for any part of the application process, please contact our Human Resources Specialist at 503-361-7502.

To Obtain an Application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Cherriots careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be sent by fax to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
- Candidate will be selected based on the result of:
 - Resume review
 - Application review
 - Panel interview
 - Criminal background check
 - Education verification



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits
as of 7/1/2024

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Admin Leave** - 2.47 hours, accrued bi-weekly.
- **Vacation Leave** - Accrued bi-weekly. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - Regence Blue Cross Blue Shield or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS





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After completion of Trial Service

- **Long Term Disability Insurance** - Reliance Standard.
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$50,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement.
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Supplemental Term Life Insurance** - Reliance Standard.
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse, and \$15,000 for child(ren).
- **Deferred Compensation Plan** - MissionSquare Retirement.
- **Legal and Identity Protection** - LegalShield and IDShield.
- **Flexible Spending Account (FSA)** - Professional Benefits Services.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.