MAY 26, 2021

RECRUITMENT ANNOUNCEMENT
ACCOUNTING MANAGER

SALARY RANGE: OPEN UNTIL FILLED
$81,126.74 - $115,667.34
PLUS EXCELLENT BENEFITS PACKAGE

JOB SUMMARY:
Supervise the accounts payable, accounts receivable, payroll, and accounting functions of the District to ensure legal compliance and effective resource management. Administer all payroll policies and directives for the District. Maintain internal processing controls to ensure the accuracy of all District financial processing and output.

ESSENTIAL JOB FUNCTIONS:
In accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Federal Transit Administration (FTA) regulations, state regulations, and District policy, the successful candidate will:

Manage accounts payable, accounts receivable, payroll, and accounting staff. Monitor staff performance and provide feedback in regard to managing all personnel issues. Manage accounting functions to ensure all accounting department employees are properly cross-trained.

Ensure District's monthly financial statements, quarterly and the Comprehensive Annual Financial Report (CAFR) are prepared accurately and in a timely manner. Issue financial statements internally and externally to users. Perform detail review of financial statements monthly.

Direct and participate in the preparation and reconciliation of the Schedule of Expenditures of Federal Awards (SEFA).
Develop accounting systems, policies, and processes to improve internal controls and management information. Responsible for performance of accounting control activities, including review of journal entries and monthly account reconciliations.

Monitor daily cash needs and investments and assure timely transfers for payroll taxes.

Monitor budget variances throughout the fiscal year and communicate to ensure the highest degree of accuracy in the general ledger.

Coordinate all external financial audits. Supervise staff in the preparation of schedules and other data requested by auditors. Responsible for the completion of the CAFR in compliance with federal and state regulations and deadlines.

Develop and maintain full cycle accounting systems for all District revenues and expenses, including chart of accounts, general ledger, cash disbursements, accounts payable and receivable, and payroll.

Participate in preparation of the National Transportation Database (NTD) annual report to the Federal Transit Administration, and assist in responding to NTD analyst questions.

Support Director of Finance in relation to year-end tax issues, pension issues, capital project accounting, financial planning and analysis.

Lead the department to provide excellent customer service within the organization as well as to vendors, customers, and community members outside of the organization.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and practices of accounting and financial reporting.

Extensive knowledge of local, state, and federal laws and regulations relating to accounting and auditing procedures.

Comprehensive knowledge of the principles, practices, and techniques of governmental/fund accounting.

Knowledge of progressive supervisory and management practices and principles.

Considerable skill in using automated data processing systems for accounting, payroll, and reporting purposes.

Ability to communicate clearly and effectively, verbally and in writing, including the ability to explain complex financial issues or sensitive information to a variety of audiences.
Ability to respond to questions from staff, Board of Directors, community groups, other agencies, vendors, customers, and the general public.

Ability to plan, organize and manage multiple tasks and meet deadlines. Ability to be self-starting and proactive.

Ability to manage, motivate, and train a professional staff, including development of a team-based work environment.

Ability to establish and maintain effective working relationships with employees, management, and the general public, including those from culturally diverse backgrounds, the elderly, persons with disabilities and/or other vulnerable populations.

Ability to manage, motivate, and train a professional staff, including development of a team-based work environment.

Ability to maintain confidential information.

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

REQUIRED EDUCATION AND EXPERIENCE:
Bachelor's degree in finance, accounting, public administration, business administration, or related field.

A minimum of seven years total credited experience. Progressively responsible accounting experience, including financial reporting. Five years direct supervisory experience overseeing basic accounting groups (accounts payable, accounts receivable, payroll, general accounting) required. Accounting experience in transit, special district, or public sector agency desired.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

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. If incumbent wishes to drive, incumbent must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
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: [www.Cherriots.org/careers](http://www.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 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.
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.