

May 16, 2025

RECRUITMENT ANNOUNCEMENT
Accounting Specialist – Accounts Payable

Position Salary Range: \$51,442.40 - \$73,344.55
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 Accounting Specialist – Accounts Payable performs a wide variety of financial support services.

Duties:

- Prepare and compile accounts payable documentation. Review the accuracy of accounts payable documentation and ensure Cherriots' invoices are received, processed, and recorded properly. Process invoices for payment. Prepare accounts payable for weekly check runs or special payment requests.
- Respond to vendor and internal inquiries regarding invoices and payments; research and resolve any outstanding items (e.g., pursue invoices that cannot be matched or appear to need a requisition/purchase order to complete the transaction, find missing packing slips to complete the three-way match to process payables).
- Maintain and update the accounts payable vendor list and accounts payable files.
- Assist with vault duties, which include bagging and processing cash for vendor pick-up.

- Prepare vendor 1099 annual reporting.
- Provide fiscal assistance to other Finance staff as needed (e.g. assist with month/year-end closing duties, provide support documents for audits).
- Provide backup and cross-training in other Finance functions, such as accounts receivable, audit preparation, and other reporting requirements.
- 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:

- Knowledge of general accounting procedures and practices, particularly those relating to accounts payable.
- Communicate, both orally and in writing, with other employees and the general public, at the level necessary to satisfactorily perform the position's duties.
- Interact with other employees and the public using courtesy, tact, and good judgment.
- Act as a positive representative of Cherriots.
- Work cooperatively with others, respect co-workers, and promote teamwork.
- Be self-starting and proactive.
- Carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Report to work on time and on a regular and predictable basis.
- Skill in basic arithmetic and making arithmetical computations and tabulations quickly and accurately.
- Skill in operating a ten-key calculator.
- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Education and Experience:

- High school diploma or GED with college-level coursework.
- One to three years of experience in accounting, preferably in accounts payable; Public Sector employment is a plus.

Special Requirements:

- 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.
- 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.

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 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
 - Background check
 - Education Verification



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

At time of hire

- **Sick Leave** - 3.70 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





SALEM AREA MASS TRANSIT DISTRICT

Non-Bargaining Benefits

as of 7/1/2024

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.