CHERRIOTS
555 Court St NE, Suite 5230, Salem, OR 97301 | 503-588-2424 PH 503-566-3933 FAX | Cherriots.org

September 7, 2018

RECRUITMENT ANNOUNCEMENT
ACCOUNTING SUPERVISOR

SALARY:
$69,773.43 - $90,892.68

FIRST REVIEW DATE: September 24, 2018
Open until Filled

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), government standards (GASB), Federal Transit Administration (FTA) regulations, state regulations, and District policy, the successful candidate will:

Supervise Accounts Payable, Accounts Receivable, Payroll and Accounting Staff. Monitor staff performance and provide feedback in regard to managing all personnel issues. Supervise accounting functions to ensure all accounting department employees are properly cross-trained.

Prepare District's monthly financial statements, quarterly and annual reports to the FTA, and the Comprehensive Annual Financial Report (CAFR). Issue financial statements internally and externally to users. Perform detail review of financial statements monthly.

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, assure timely transfers for payroll taxes, and timely completion of requests for reimbursement from state and federal grants.

Assist in preparation, oversight and management review of the District's annual budget. Monitor budget variances throughout the fiscal year to ensure the highest degree of accuracy and compliance with Oregon Budget Law.

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, grants, and payroll.

Coordinate preparation and electronic submission of the National Transportation Database (NTD) monthly and annual reports to the Federal Transit Administration, and coordinate activities involved in responding to NTD analyst questions.

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

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

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

Extensive knowledge of local, state, and federal laws and regulations relating to public budgeting, accounting and auditing procedures. Knowledge of FTA guidelines and circulars, and State of Oregon Local Budget Law.

Comprehensive knowledge of the principles, practices, and techniques of governmental accounting, budgeting, grants and purchasing.

Knowledge of progressive supervisory and management practices and principles.

Considerable skill in using automated data processing systems for accounting, payroll, reporting and budgeting 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 maintain confidential information.

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

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:

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 which provides required knowledge, abilities, skills, and other special requirements listed above.

CERTIFICATION:

Certified Public Accountant (CPA) desirable.

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 District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit our application and supplemental questions to our Administration office. To obtain an application:

- On-Line: You may download application materials in Microsoft Word format (.doc) from Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org

- In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301 .Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

- By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 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

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail 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.