

September 28, 2021

**RECRUITMENT ANNOUNCEMENT
CONTROLLER**

SALARY RANGE:

\$83,560 - \$119,137

PLUS EXCELLENT BENEFITS PACKAGE

OPEN UNTIL FILLED

JOB SUMMARY:

Reporting to the Director of Finance/Chief Financial Officer (CFO), the Controller directs and manages the day-to-day financial operations of the organization. This position includes being an integral team player in an ERP/HRM software conversion. The Controller will take the lead role in managing the annual audit process as well as the annual budget. The successful candidate will develop processes to streamline accounting functions, provide financial analysis and reports, train staff on business finance issues, and ensure regulatory compliance.

ESSENTIAL JOB FUNCTIONS:

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

Direct and develop staff to ensure the District's monthly and quarterly financial statements, and the Comprehensive Annual Financial Report are prepared accurately and in a timely manner.

Act as liaison with federal, state, and independent auditors in a wide range of audits and requests for information. Schedules and plans all aspects involved in financial audit functions.

Serve on the Senior Leadership Team as the knowledge base for their respected work group.

Work with the team to develop the annual budget and monitor budget variances throughout the fiscal year.

Work with the Director of Finance/CFO in oversight and implementation of all financial control policies and published rules, regulations, and guidelines.

Personally participate in, and encourage staff, to pursue professional development opportunities throughout their career with the District.

Provide strong leadership and teambuilding to maintain a cohesive Finance group.

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

Partner with the Director of Finance/CFO to develop, implement, and monitor operational and strategic objectives.

Lead and develop the department to provide a World Class Customer Experience to both internal and external customers of the organization.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Government 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.

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, seniors and people with disabilities and other vulnerable populations.

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, but not required.

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 District with valid Oregon driver's license and must maintain 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
- ❖ 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 the 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.

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.