

August 4, 2025**Recruitment Announcement
Senior Accountant****Position Salary Range: \$87,829.15 - \$125,223.37**
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 Chief Financial Officer (CFO), the Senior Accountant supervises the day-to-day financial operations of Cherriots. This position is an integral team player in utilizing the ERP software. The Senior Accountant will take the lead role in managing the annual audit process. 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.

Duties:

In accordance with generally accepted accounting principles (GAAP), government standards (GASB), Federal Transit Administration (FTA) regulations, state regulations, and Cherriots policy, the successful candidate will:

- Guide and develop staff to ensure Cherriots' monthly and quarterly financial statements and the Comprehensive Annual Financial Report are prepared accurately and promptly.

- Acts 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.
- Assists the team with developing the annual budget.
- Works with the CFO in oversight and implementation of all financial control policies and published rules, regulations, and guidelines.
- Maintain full-cycle accounting systems for all Cherriots' revenues and expenses, including a chart of accounts, general ledger, accounts payable and receivable, and payroll.
- Partner with the CFO to develop, implement, and monitor operational and strategic objectives.
- Work with Finance leadership to build and maintain a cohesive Finance group.
- Lead and develop the department to provide a world-class customer experience to both internal and external customers of the organization.
- Personally participate in and encourage staff to pursue professional development opportunities throughout their career with Cherriots.
- 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:

- Demonstrated knowledge of GAAP, 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.
- Work with the CFO to respond to questions from staff, Board of Directors, community groups, other agencies, vendors, customers, and the general public.
- Communicate clearly and effectively, verbally and in writing, including the ability to explain complex financial issues or sensitive information to a variety of audiences.
- Plan, organize, and manage multiple tasks and meet deadlines. Ability to be self-starting and proactive.
- Supervise, motivate, and train a professional staff, including the development of a team-based work environment.
- Build and sustain effective working relationships with employees, management, and the general public, including people from diverse cultural backgrounds, seniors, persons with disabilities, and other vulnerable groups.
- Maintain confidential information.

- Perform job functions in a timely and accurate manner.
- Proficient in using personal computers with word processing, spreadsheet, and database software.
- Perform job functions safely.

Education and Experience:

- A bachelor's degree is required. One in Accounting, Finance, or Business Administration is preferred.
- Five years progressively responsible accounting experience, including financial reporting, with supervisory experience overseeing basic accounting groups (accounts payable, accounts receivable, payroll, general accounting). Financial experience with the governmental or transit industry is preferable.
- MBA, CPA, CMA, CGFO, or similar certifications are preferred.
- 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. Cherriots reserves the right to determine the equivalences of education and experience.

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.

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 their hands to type, handle, or feel tools or controls, and use their 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.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

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 faxed to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Attn: HR Specialist, 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
 - Phone screening
 - Panel interview
 - Background check
 - Education verification



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits
as of 7/1/2025

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** - PacificSource 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.