



is hiring an

## Accountant

**Recruitment Closes:** Open until filled; applications received before May 10, 2010 receive first consideration

### **Position Summary**

Skagit Transit is accepting applications for an experienced Accountant. Reports to the Manager of Finance and Administration, performs technical accounting duties related to payroll, benefits, general ledger entries and reconciliation, and participates in preparation of the Agency's annual budget, financial statements and reports.

### **Duties and Responsibilities**

- Performs monthly payroll and prepares associated reports; prepares quarter-end and year-end payroll reports; calculates employee benefit contributions for payment.
- Prepares annual financial statements and reports.
- Maintains fixed asset records including recording capital asset acquisitions, disposals and transfers, updates depreciation schedule to general ledger.

### **Qualifications**

- Bachelor's degree in accounting.
- Three years of increasingly responsible experience in accounting work which includes preparation of payroll, financial statements, reports, and budgets.
- Work experience in public sector organization preferred.

### **Salary and Benefits**

- Starting Annual Salary: \$45,220
- Medical, dental, vision, prescription drug and life insurance.
- Short and long-term disability insurance.
- 401 qualified and 457 deferred compensation plans.
- Twenty days of accrued annual General Leave and paid holidays.

### **To Apply**

A complete job description and application packet may be obtained online at [www.skagittransit.org](http://www.skagittransit.org) or from: 600 County Shop Lane, Burlington, WA 98233 or call 360-757-8801.

Please read application packet thoroughly and fill out packet completely. Incomplete packets will not be considered.

### **Closing date**

Open until filled; applications received before May 10, 2010 will receive first consideration.

***Skagit Transit is an Equal Opportunity and Drug Free Employer***

APPLICATION FOR EMPLOYMENT



Burlington, WA 98233

**POSITION APPLIED FOR**

**Directions:** Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

|                  |         |  |  |
|------------------|---------|--|--|
| Name (Last)      | (First) | (M.I.)   | Social Security # <i>[required upon job offer]</i> |
| Address (Street) |         | (City)   | (Zip)  |
| Telephone (Day)  |         | Telephone (Eve)  |  |
| Email Address:   |         | Applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary |  |

1. Do you have the legal right to work in the US?.....  YES     NO

2. Can you provide proof of citizenship, bias, or alien registration number upon employment?...  YES     NO

3. Do you possess a valid Washington State Drivers License? License Number: \_\_\_\_\_  YES     NO

4. Have you been convicted of a felony or released from prison within the last ten (10) years?  YES     NO  
 If so, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Note:** A conviction record will not automatically disqualify you for employment unless we determine such record could reasonably affect your fitness for the job for which you are applying.

5. Are you eighteen (18) years of age or older?.....  YES     NO

**Note:** Skagit Transit has a drug-free workplace policy.

**EDUCATION**

High School Graduate OR General Education Test Passed?     YES     NO

If no, circle the highest grade completed:    1   2   3   4   5   6   7   8   9   10   11   12

List Below College, Business School, Military, etc. (Most recent first)

| Name & Location | Dates Attended<br>Month/Year | Credits Earned   |                   |       | Grad<br>Yes/No | Degree | Major or Subject Taken |
|-----------------|------------------------------|------------------|-------------------|-------|----------------|--------|------------------------|
|                 |                              | Quarter<br>Hours | Semester<br>Hours | Other |                | Year   |                        |
|                 |                              |                  |                   |       |                |        |                        |
|                 |                              |                  |                   |       |                |        |                        |
|                 |                              |                  |                   |       |                |        |                        |
|                 |                              |                  |                   |       |                |        |                        |

|                                      |        |              |               |                 |
|--------------------------------------|--------|--------------|---------------|-----------------|
| License, Certificate or Registration | Number | Where Issued | Date of Issue | Expiration Date |
|--------------------------------------|--------|--------------|---------------|-----------------|

\_\_\_\_\_  
 Languages Read, Written or Spoken Fluently Other than English

**WORK HISTORY** -----

Beginning with your **present or most recent employment, list your work/experience history for the past 10 years, accounting for gaps in employment** Use additional paper if necessary.

Paid  Volunteer May we contact this Employer?  Yes  No  Notify Me First

|   |   |              |       |     |
|---|---|--------------|-------|-----|
| From (Mo & Yr)                            | Title or Position You Held              | Company Name | Phone |     |
| To (Mo & Yr)                              | Company Address                         | City         | State | Zip |
| Total Yrs/Mos.                            | Primary Duties                          |              |       |     |
| Hours Worked Each Week                    |   |              |       |     |
| Starting Salary                           |   |              |       |     |
| Present or Ending Salary                  | Number of Employees You Supervised:     |              |       |     |
|   | Name and Title of Immediate Supervisor: |              |       |     |
| Reason for Leaving or Considering Change: |   |              |       |     |

Paid  Volunteer May we contact this Employer?  Yes  No  Notify Me First

|   |   |              |       |     |
|---|---|--------------|-------|-----|
| From (Mo & Yr)                            | Title or Position You Held              | Company Name | Phone |     |
| To (Mo & Yr)                              | Company Address                         | City         | State | Zip |
| Total Yrs/Mos.                            | Primary Duties                          |              |       |     |
| Hours Worked Each Week                    |   |              |       |     |
| Starting Salary                           |   |              |       |     |
| Present or Ending Salary                  | Number of Employees You Supervised:     |              |       |     |
|   | Name and Title of Immediate Supervisor: |              |       |     |
| Reason for Leaving or Considering Change: |   |              |       |     |

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|   |   |              |       |     |
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| From (Mo & Yr)                            | Title or Position You Held              | Company Name | Phone |     |
| To (Mo & Yr)                              | Company Address                         | City         | State | Zip |
| Total Yrs/Mos.                            | Primary Duties                          |              |       |     |
| Hours Worked Each Week                    |   |              |       |     |
| Starting Salary                           |   |              |       |     |
| Present or Ending Salary                  | Number of Employees You Supervised:     |              |       |     |
|   | Name and Title of Immediate Supervisor: |              |       |     |
| Reason for Leaving or Considering Change: |   |              |       |     |

Paid  Volunteer May we contact this Employer?  Yes  No  Notify Me First

|   |   |              |       |     |
|---|---|--------------|-------|-----|
| From (Mo & Yr)                            | Title or Position You Held              | Company Name | Phone |     |
| To (Mo & Yr)                              | Company Address                         | City         | State | Zip |
| Total Yrs/Mos.                            | Primary Duties                          |              |       |     |
| Hours Worked Each Week                    |   |              |       |     |
| Starting Salary                           |   |              |       |     |
| Present or Ending Salary                  | Number of Employees You Supervised:     |              |       |     |
|   | Name and Title of Immediate Supervisor: |              |       |     |
| Reason for Leaving or Considering Change: |   |              |       |     |

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of SKAT are considered at-will employees and may be terminated from SKAT employment at any time with or without notice.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

To help us comply with government recordkeeping and other legal requirements, please complete the affirmative action data below. Providing this information is voluntary and will be kept in a confidential file separate from the application form. Thank you.

**Please circle groups with which you identify:**

MALE      FEMALE      DISABLED      WHITE      BLACK      HISPANIC

ASIAN / PACIFIC ISLANDER      \*NATIVE AMERICAN      OTHER: \_\_\_\_\_

\*As set forth in EEOC Form 164 (EEO-9). Proof of tribal affiliation required.

**How did you learn about this position opening? Please identify source:**

\_\_\_\_\_  
Newspaper (Name)

\_\_\_\_\_  
Magazine/Journal (Name)

\_\_\_\_\_  
SKAT's Website

\_\_\_\_\_  
Walk-In to SKAT Office

\_\_\_\_\_  
Worksource Website or Office (Specify)

\_\_\_\_\_  
Referral Agency (Name)

\_\_\_\_\_  
Friend, or Other

**REFERENCE CHECK AUTHORIZATION**

I \_\_\_\_\_ consent to and authorize Skagit Transit (SKAT) and its personnel to contact any and all references I noted on my employment application for relevant information concerning my previous employment record(s). I therefore release all parties and persons connected with any request for information from all claims, liabilities, and damages for whatever reason arising out of furnishing said information.

Signed \_\_\_\_\_

Date \_\_\_\_\_



Job Description

**ACCOUNTANT**

This position is not safety-sensitive.

**REPORTS TO:** Manager of Finance and Administration

**SALARY RANGE:** \$21.74 - \$28.06/hour; Non-exempt

**JOB SUMMARY:** Under direction of the Manager of Finance and Administration, this position performs technical accounting duties related to payroll, benefits, general ledger entries and reconciliation, and participates in preparation of the Agency's annual budget, financial statements and reports. As such work and information may at times be of a confidential nature, the exercise of discretion is required. In the absence of the Manager of Finance and Administration, may direct the workflow of the accounting functions.

**DISTINGUISHING CHARACTERISTICS:** This position assists the department manager and performs technical accounting duties related to Agency finance and budget functions. The work requires specialized knowledge, skills and abilities typically acquired through college-level course work in accounting, bookkeeping or closely related field and practical experience in maintaining financial and statistical records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs monthly payroll and prepares associated reports; prepares quarter-end and year-end payroll reports and forms; calculates employee benefit contributions for payment and ensures proper submittal of associated reports; conducts drawdowns of federal grant monies.
- Compiles, verifies and evaluates financial data related to monthly general ledger management and reconciliation; reviews data to ensure proper coding, recording, and calculations; advises manager of problems requiring policy interpretation or issues related to regulatory compliance.
- Assists in internal auditing and physical inventories as directed.
- Prepares and distributes financial reports to management, state and federal agencies and other entities as required; submits information annually, quarterly or periodically in accordance with laws, regulations, policies and reporting requirements. Assists in preparation of financial and budget information and reports as directed; monitors purchases to ensure expenditures are within budgetary limitations.
- Coordinates financial software programs, troubleshoots and resolves problems, and cross-trains to perform backup support.
- Reconciles monthly bank statements, ensuring all entries are accurately and properly recorded; reviews statements and compares to Agency documentation; resolves reporting errors as required; records payments received against Accounts Receivable

- Communicates with Agency administrators, managers and external entities to obtain and provide information, answer questions, and explain policies, procedures, regulations and requirements.
- Maintains fixed asset records including recording capital asset acquisitions, disposals and transfers; updates depreciation schedule monthly; maintains vehicle files. Reconciles subsidiary ledgers and depreciation schedule to general ledger. Coordinates physical asset inventories and updates records accordingly.
- Operates a personal computer including spreadsheet programs and specialized Agency software; operates calculator, copier, facsimile machine and other office equipment. Performs receptionist duties and answers telephones as necessary.
- Checks tills in and out; issues fare cards to outlets and tills as needed; participates in EOM inventory of fare cards and performs EOM fare card reconciliation; assists in resolving fare card and kiosk malfunctions; restocks and removes cash from kiosks as needed; answers inquiries about Regional Reduced Fare Program and tracks purchasing agencies
- Performs special assignments and other related duties as assigned.

**QUALIFICATIONS:** Any combination equivalent to: four years of college-level course work in accounting, bookkeeping, business administration or related field and three years of increasingly responsible experience in technical accounting work which includes preparation of financial statements, reports and budgets using automated equipment, preferably in a public sector organization.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Automated equipment and software used to prepare and process financial statements and reports  
 Laws, regulations and general policies related to public sector financial reporting, payroll taxes, and quarterly and year-end payroll reports, including W-2's  
 Governmental accounting procedures, including BARS  
 Methods, procedures, and terminology used in technical accounting work  
 Principles, practices, methods, procedures and terminology used in technical accounting work.  
 Financial and statistical recordkeeping techniques  
 Oral and written communication skills, including basic English composition sufficient to compose business correspondence  
 Budget preparation for a public sector organization with multiple funding sources including State and federal funds, revenues and other sources  
 Modern office equipment, practices and procedures  
 Interpersonal skills including tact, patience and courtesy

**Ability to:**

Responsibly perform technical accounting work related to preparation of the Agency's budget, financial reports, payroll, and accounts payable  
 Organize and maintain filing systems, including automated and physical files  
 Perform arithmetic calculations quickly and accurately  
 Verify, reconcile and balance bank statements and financial and statistical data

Operate automated equipment and software utilized by the Agency  
Process general ledger, budget and related information, and payroll in accordance with State and federal laws and regulations and Agency policies  
Compare, verify and reconcile financial and statistical information  
Meet demanding schedules and timelines  
Maintain financial and statistical records and prepare related reports  
Communicate and work effectively with others  
Work independently with minimal supervision; maintain confidentiality of information as appropriate  
Perform detail-oriented work accurately with frequent interruptions

**PHYSICAL REQUIREMENTS:**

Essential functions require sitting approximately 90 percent of time, with balance of time spent traveling to various locations within office building, climbing stairs, stooping, reaching, bending, and lifting and carrying objects weighing up to 50 pounds. Must be able to answer telephones and meet with employees, and vendors. Must be able to read a variety of printed or handwritten material including statements, regulations, reports, and/or forms. Must be able to operate office equipment including a computer, adding machine and copier. Must be able to hear and speak clearly and distinctly to provide information in person or on the telephone.

**WORKING CONDITIONS:**

Work requires sitting at a computer terminal or desk approximately 90% of the time and reading/processing financial and statistical information. On occasion, the incumbent must go to other locations within the Agency office building to conduct work and must communicate with others in person and on the telephone.

**SPECIAL REQUIREMENTS:**

Must possess or be able to immediately obtain a valid Washington State Driver's License. Must have and maintain an acceptable driving record.

*Approved: 04/23/2010*

Manager of Finance and Administration April 2010

Executive Director April 2010