



(509) 525-9140 • FAX (509) 525-9142 • [www.valleytransit.com](http://www.valleytransit.com)

1401 West Rose, Walla Walla, WA 99362

June 6, 2022

Dear Applicant:

We are seeking either an Accounting Assistant or a Fiscal Accountant (position dependent on qualifications) to be responsible for a wide variety of professional-level accounting services.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

Return your completed application and cover letter to our Main Office at the address above or by e-mail to [briana@valleytransit.com](mailto:briana@valleytransit.com). This position is open until closed. Successful applicants will be contacted to proceed to the next level in our hiring process.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

*Briana Malmquist*

Briana Malmquist  
Human Resources Manager

# VALLEY TRANSIT

Job Description for

## Accounting Assistant (I & II)

**Department:** Administration  
**Reports To:** Deputy General Manager  
**FLSA Status:** Nonexempt hourly employee

### Summary

Keeps records of financial transactions for the agency and verifies accuracy of calculations and postings pertaining to business transactions in support of the Deputy General Manager.

### Essential Duties and Responsibilities

- Maintains accounting records
- Tracks and measures system performance
- Conducts onboard surveys of ridership and passenger demographics
- Maintains performance data as required by the National Transit Data Base
- Actively monitors expenditures to ensure federal and state procurement requirements are met and supporting documents are present
- Prepares progress reports and reimbursement requests for financial assistance grants
- Verifies, allocates and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as purchase orders, invoices, receipts, check stubs, and computer printouts in accordance with the Washington State BARS system
- Reviews transactions selected for payment, aging reports, purchase orders and invoices to ensure all payments are authorized and properly supported with original documentation
- Summarizes details in separate ledgers or computer files and transfers data to General Ledger
- Reconciles and balances General Ledger accounts and revolving funds
- Completes records to or through Trial Balance
- Corrects errors, lists discrepancies for adjustment and prepares preliminary journal entries
- Conducts physical inventory counts and test counts.
- Shares customer service duties including trip planning, pass sales, and community outreach
- Perform all applicable safety and health responsibilities as detailed in the Public Transit Agency Safety Plan (PTASP)
- Other duties as required

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Valley Transit may waive the education requirement if sufficient relevant work history and accounting knowledge can be demonstrated. A Bachelor's Degree (B.A.) with accounting concentration and two years related work experience, or an Associate of Arts Degree (A.A.) with accounting concentration and a minimum of four years related work experience is required. Must demonstrate an understanding of double entry journal accounting. A demonstrated ability in the operation of Microsoft Office programs is required. Governmental accounting and purchasing experience preferred.

## **Language Skills**

Ability to read, interpret, and analyze general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to proofread documents for spelling and grammar. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to recognize sensitive information and capacity to maintain the confidentiality of such information.

## **Certificates, Licenses, Special Skills**

Must possess a valid driver's license and have maintained a driving record which demonstrates adherence to safety and compliance with traffic laws and regulations.

## **Essential Functions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Wages & Benefits**

Health insurance, vacation and sick leave hours are provided. Contributions are made each pay period to the Public Employees Retirement System (PERS). The starting wage on the salary schedule for this position is \$17.82 (Accounting Assistant II) or \$23.54 (Accounting Assistant I). Wage is dependent on qualifications.

Classification

Non-Union

Shift/Hours

40 hours/Week, Mon-Fri

# VALLEY TRANSIT

## Position Description

### **Fiscal Accountant**

**Department:** Administration  
**Reports To:** Deputy General Manager  
**FLSA Status:** Non-exempt hourly employee

#### Summary

Under the direction of the Deputy General Manager, performs accounting functions used to develop and maintain the financial records of Valley Transit; monitors transactions to ensure adherence to internal controls; assists with the development of fiscal plans, budgets, and the annual financial report. Works as part of a team with other accounting staff.

#### Essential Duties and Responsibilities

- Monitors budget status, prepares monthly budget reports and works with department heads and their staff to maintain budgetary control.
- Verifies that transactions posted to subsidiary accounts and journals are in accordance with the Washington State BARS system.
- Allocates operating expenses between grants and service modes in accordance with FTA requirements and GASB guidance.
- Maintains financial control over long-term debt and general fixed-asset accounts.
- Reviews Accounts Payable transactions to ensure all payments are properly authorized and supported with original documentation.
- Reconciles and balances General Ledger accounts and revolving funds.
- Corrects errors, lists discrepancies for adjustment, and prepares adjusting journal entries.
- Assists the Deputy General Manager in preparing financial documents for presentation to the Board of Directors.
- Prepares first draft of the year-end Financial Statements, incorporating new accounting standards, and BARS requirements.
- Assists with annual external audit by State Auditor's Office (SAO) and the Washington State Department of Transportation (WSDOT) site visit. Completes and provides requested materials. Assists in preparing assigned schedules to support the financial statements.
- Works closely with other departments by assisting with procurements and monitoring compliance with federal, state and local purchasing requirements.
- Shares customer service duties.

- Perform all applicable safety and health responsibilities as detailed in the Public Transit Agency Safety Plan (PTASP).
- Other duties as required.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

A Bachelor's Degree (B.A.) with accounting concentration and five years related work experience. Possess a thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of governmental accounting principles and the Washington State Budgeting and Accounting Reporting System (BARS).

## Technology Skills

Demonstrated ability with intermediate to advanced experience in Microsoft Office and similar programs. Intermediate to advanced knowledge of major accounting software packages for both general ledger and statutory accounting.

## Language Skills

Excellent verbal, written communication, and interpersonal skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to proofread documents for spelling and grammar. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## Reasoning Ability

Possess strong analytical and accounting skills. Have the ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to recognize sensitive information and the capacity to maintain the confidentiality of such information.

## Certificates, Licenses, Special Skills

Ability to work independently and as part of a team and take on new tasks with a high level of difficulty. The individual will be expected to work with minimal up-front guidance and take ownership of their work product. The individual will work closely with all functional leaders of the company. Must possess a valid driver's license and have maintained a driving record which demonstrates adherence to safety and compliance with traffic laws and regulations.

## Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must have the ability to reason, analyze and convey complex thoughts and calculations.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## Wages & Benefits

Health insurance, vacation and sick leave hours are provided. Contributions are made each pay period to the Public Employees Retirement System (PERS). The starting wage on the salary schedule for this position is \$28.97. Wage is dependent on qualifications.

Classification

Non-Union

Shift/Hours

40 hours/Week, Mon-Fri

# Valley Transit

**1401 West Rose  
Walla Walla, WA 99362**

## APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you over 18 years old?     Yes     No

Are you authorized to work in the U.S. on an unrestricted basis?     Yes     No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?     Yes     No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?     Yes     No

Can you perform these essential functions with or without reasonable accommodation?     Yes     No

Can you work in a unionized environment, where shifts are assigned based on seniority and may require working split shifts, any hours or any day?     Yes     No

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Are you willing to work overtime as required?     Yes     No

EDUCATION	NAME & LOCATION OF SCHOOL		MAJOR	DIPLOMA/DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company? \_\_\_\_\_

**POSITION(S) APPLIED FOR** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or salary desired? \$ \_\_\_\_\_ When can you start? \_\_\_\_\_

(OVER)



**WORK HISTORY**May we contact your present employer?  Yes  No

(Include all work experience. Any gaps in employment should be explained on this form or by attaching a separate sheet of paper.)

Most Recent Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Organization, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ signed electronically



## Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

**Completion of this form is voluntary.**

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

**Position applying for:**

**Date:**

**Name (First, MI, Last):**

**Gender:**    Male        Female        I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

**Race/Ethnicity Identification Categories (choose one):**

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

### **Definitions of Race/Ethnic Categories:**

**Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

**White or Caucasian:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Black or African American:** A person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**American Indian or Alaska Native (not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

**Two or More Races:** All persons who identify with more than one of the above races