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1401 West Rose, Walla Walla, WA 99362

September 21, 2022

Dear Applicant:

We are seeking either an Accounting Assistant I 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 [melanie@valleytransit.com](mailto:melanie@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,

A handwritten signature in blue ink that reads "Melanie Hall". The signature is written in a cursive style.

Melanie Hall  
Human Resources Manager

# VALLEY TRANSIT

Job Description for

## Accounting Assistant I

**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 \$23.54. Wage is dependent on qualifications.

Classification

Non-Union

Shift/Hours

40 hours/Week, Mon-Fri

1401 West Rose Street  
Walla Walla, WA 99362



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## EMPLOYMENT APPLICATION (09-2022)

### INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

*Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.*

### APPLICANT INFORMATION

|   |  |  |                             |
|---|--|--|-----------------------------|
| Position Applied For:   |  | Wage or Salary desired? \$               |                             |
| Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?   |  | YES <input type="checkbox"/>             | NO <input type="checkbox"/> |
| Last Name:  | First Name:  | M.I.:                                    |                             |
| Mailing Address:  |  |  |                             |
| City:   | State:   | Zip Code:                                |                             |
| Phone:  | Email:   |  |                             |
| Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>   | Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/> |  |                             |
| Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.  |  |  |                             |
| Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s). |  |  |                             |
| Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)?<br>Check all that apply.   | Full-Time <input type="checkbox"/>   | Weekends <input type="checkbox"/>        |                             |
|   | Part-Time <input type="checkbox"/>   | Holidays <input type="checkbox"/>        |                             |
|   | Overtime <input type="checkbox"/>  | Split Shifts <input type="checkbox"/>    |                             |
|   | Evenings <input type="checkbox"/>  | Irregular Hours <input type="checkbox"/> |                             |

### EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

### MILITARY SERVICE

|         |               |             |                    |
|---------|---------------|-------------|--------------------|
| Branch: | From: (MM/YY) | To: (MM/YY) | Rank at Discharge: |
|---------|---------------|-------------|--------------------|

### TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

## EDUCATION

|  |   |              |
|--|---|--------------|
| <b>High School:</b>  |   | City, State: |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/> |              |
| <b>College:</b>  |   | City, State: |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | If YES, degree/certification earned:<br>If NO, number of credits earned:                      |              |
| Other Training/Education:  |   |              |

## EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

|   |  |                 |
|---|--|-----------------|
| <b>Current or Most Recent Employer:</b> |  |                 |
| Address:                                |  | Phone:          |
| Date Started:                           | Date Left:   | Hours Per Week: |
| Name and Title of Supervisor:           |  |                 |
| Description of Duties:                  |  |                 |
| Reason for Leaving:                     | May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |
| <b>Previous Employer:</b>               |  |                 |
| Address:                                |  | Phone:          |
| Date Started:                           | Date Left:   | Hours Per Week: |
| Name and Title of Supervisor:           |  |                 |
| Description of Duties:                  |  |                 |
| Reason for Leaving:                     | May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |
| <b>Previous Employer:</b>               |  |                 |
| Address:                                |  | Phone:          |
| Date Started:                           | Date Left:   | Hours Per Week: |
| Name and Title of Supervisor:           |  |                 |
| Description of Duties:                  |  |                 |
| Reason for Leaving:                     | May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |

|   |  |                 |
|---|--|-----------------|
| <b>Previous Employer:</b>   |  |                 |
| Address:  |  | Phone:          |
| Date Started:   | Date Left:   | Hours Per Week: |
| Name and Title of Supervisor:   |  |                 |
| Description of Duties:  |  |                 |
| Reason for Leaving:   | May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |
| <b>Previous Employer:</b>   |  |                 |
| Address:  |  | Phone:          |
| Date Started:   | Date Left:   | Hours Per Week: |
| Name and Title of Supervisor:   |  |                 |
| Description of Duties:  |  |                 |
| Reason for Leaving:   | May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |
| <b>EMPLOYMENT GAPS AND OTHER INFORMATION</b>  |  |                 |
| Please explain any gaps of employment and attach additional pages as necessary.   |  |                 |
| <b>DISCLAIMER AND SIGNATURE</b>   |  |                 |
| <p><i>I certify that the facts set forth in this Employment Application 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 Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit 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 Valley Transit, 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.</i></p> |  |                 |
| Signature: _____<br><span style="display: block; text-align: right; margin-left: 400px;">signed electronically</span>   |  | Date: _____     |
| <b>ADDITIONAL INFORMATION</b>   |  |                 |
| Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.   |  |                 |



## 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