

JOB ANNOUNCEMENT



Accounting Assistant (1)

Opening Date: February 20th, 2025

Salary Range: \$26.54/hour to \$36.64/hour

Closing Date: Open until Filled – First Review March 6, 2025

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife. Valley Transit grants annual paid vacation to regular full-time employees, which starts at 8 hours per month and increases with continuous employment. All employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive eight (8) paid holidays and four paid floating holidays each calendar year. The number of paid floating holidays increases with continuous employment.

NATURE OF POSITION: Keeps records of financial transactions for the agency and verifies accuracy of calculations and postings pertaining to business transactions in support of the Finance Manager.

REQUIRED MINIMUM QUALIFICATIONS: 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. Applicants 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 are preferred.

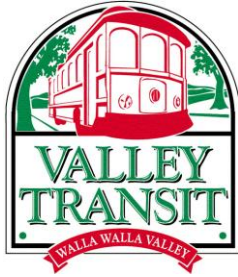
APPLICATION AND SELECTION PROCEDURE: A completed Valley Transit application is required to apply. Applications are available at: <https://valley-transit.ninjagig.com/jobs/accounting-assistant-1/>

Applicants whose experience most closely meet the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries and criminal background check.

REASONABLE ACCOMMODATION: Valley Transit will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Valley Transit complies with Title VI, ADA, and other applicable Federal Civil Rights Laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, Veteran status, sexual orientation, gender identity, or sex in employment or the provisions of service. Equal Opportunity Employer.



Accounting Assistant (1)

Department: Administration
Reports To: Finance Manager
FLSA Status: Nonexempt hourly employee

At Valley Transit our Mission is to provide high-quality and efficient public transportation services that are responsive to the needs of our entire community; promoting quality of life and a healthy economy.

Position Summary

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

Essential Duties and Responsibilities

- Maintains accounting records
- Tracks and measures system performance
- 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 the General Ledger
- Reconciles and balances General Ledger accounts and revolving fund accounts
- Completes records to or through Trial Balance
- Corrects errors, lists discrepancies for adjustment and prepares preliminary journal entries
- Assists the Finance Manager in preparing financial documents for presentation to the Board of Directors
- Assists in the preparation of the year-end Financial Statements, incorporating new accounting standards (GASB) and BARS requirements
- 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 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 that 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 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 essential functions.

The noise level in the work environment is usually moderate.

Wages & Benefits

Salary Range: \$26.54-\$31.65 per hour, plus longevity Steps: 10yr, 15yr, 20yr.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

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This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.