



CLOSING DATE:
Friday, February 15th 2019
4:00 PM

EMPLOYMENT OPPORTUNITY

Accounting Specialist

Position Summary: We are looking for an Accounting Specialist to join our Finance team. This position performs a wide range of technical accounting duties in accounts payable and other accounting related functions as assigned.

The person in this position will receive and prepare invoices for payment; review for accuracy and proper authorizations; ensure proper supporting documents are on file for payment; record information into the accounting software and generate reports and accounts payable checks; reconcile reports to ledger; prepare documents for review, signature and approval; reconcile various accounts; prepare invoices requiring special handling; and assist with reconciliation and digitalization of accounts payable records.

This person will also respond to inquiries and resolve problems from transit agency staff, tenants, retailers, vendors and the public; explain established procedures and policies; research and resolve problems or discrepancies; and ensure necessary and timely follow-up.

The person in this position will also manually dump fare boxes, prepare deposit slips and make deposits.

The position reports to the Accounting Supervisor.

Salary Range: The range for this position is \$23.54 - \$31.65 per hour, commensurate with experience. With rare exception, initial appointments are usually made at Step 1 (\$23.54).

Benefits: Full-time employees receive a generous benefits package including subsidized medical insurance and fully paid dental insurance for employee and dependents, as well as disability insurance and life insurance. This position participates in the Washington State Public Employees' Retirement Plan with the option of participating in a state administered deferred compensation plan. Employees receive a generous general leave accrual and 11 holidays pro-rated based on the number of hours worked per pay period up to a maximum of 80 hours per pay period. Kitsap Transit also provides employees and certain dependents with a free transportation pass on Kitsap Transit.

Hours of Work: Work is conducted during regular business hours, Monday through Friday. May require occasional evening or weekend work.

QUALIFICATIONS

Kitsap Transit employees who wish to apply must have a satisfactory performance and attendance record. Kitsap Transit Operators with any of the following criteria in the last twelve months are excluded from recruitment opportunities:

- a current Decision Making Leave or higher in the Safety category
- more than two held customer complaints
- more than four unscheduled absences
- more than two late reports

Education and Experience: High school graduation/GED and two years of college level coursework in accounting and two years of increasingly responsible accounting experience. Four or more years of experience providing accounting support services will be considered in lieu of two years of college coursework.

Knowledge, Skills and Abilities: Following are some highlights of the knowledge, skills and abilities required to be successful in this position.

- Principles, practices and procedures of accounting and financial record keeping
- Accounting office practices and procedures
- Billing and collections procedures
- General accounting systems
- Meeting established timelines
- Entering and verifying data for accuracy and creating reports
- Comparing and verifying account codes, numbers and prices
- Balancing accounts and reconciling financial data
- Explaining regulations, procedures and guidelines
- Communicating effectively orally and in writing
- Using personal computers and office software including word processing, spreadsheets and database programs
- Establishing and maintaining effective working relationships with transit agency staff, tenants, retailers, vendors and the public

Working Conditions/Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Selection Process: After evaluating the completed applications, qualifications summary, and supplemental questionnaires, we will invite the most qualified applicants to test for the position. The top scorers will be invited to interview for the position. We will not make any hiring decisions until all steps in the selection process are completed, including reference and background checks.

To Apply: If you decide to apply for this position, please visit our employment link at <http://kitsaptransit.appone.com/>. Please contact Marianne Rajan in the Human Resources Department at (360) 478-5852 if you have any questions.

Closing Date: Your completed application must be submitted online by 4:00 PM, Friday February 15th 2019

- Selective certification may be used to achieve affirmative action goals.
- Kitsap Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact jobapplada@kitsaptransit.com at least ten days in advance or 360-479-4348 (TDD).
- If you qualify for the Veterans Scoring Criteria under RCW 41.04.005 and 41.04.010, you must answer all questions regarding Veterans Scoring Criteria Status Declaration in the application and upload a copy of the substantiating document as listed in the application.
- Kitsap Transit is subject to the requirements of the Federal Drug-Free Workplace Act and CFR Part 40 & Part 655, which prohibits the use of marijuana at any time while employed by Kitsap Transit.

KITSAP TRANSIT IS AN EQUAL OPPORTUNITY EMPLOYER