



**JOB POSTING**  
**Open Until Filled**

---

---

### **ACCOUNTING SPECIALIST - PAYROLL**

Under the direction of the Finance Manager, the Mason Transit Authority's (MTA) **Accounting Specialist** position is primarily responsible for payroll processing, benefit administration assistance, preparing accurate and timely financial data, and performing a variety of general ledger accounting tasks on an accrual basis. The assignment of specific duties to the Accounting Specialist will vary depending on the Agency's business needs and individuals' expertise and skill sets.

#### **Knowledge, Skills & Abilities:**

Knowledge of: working with Washington State BARS, Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standard Board (GASB).

Skill in: using a computer and related software applications; completing assigned work within prescribed timelines; communicating effectively both orally and in writing; establishing and maintaining cooperative and effective working relationships with others; maintaining records; and analyzing situations effectively and adopting appropriate courses of action.

Ability to: learn new software applications (MIP experience highly desired); multi-task and respond appropriately and effectively in hectic situations; maintain confidentiality of sensitive information and materials; provide excellent customer service; work independently; operate standard office machines and equipment (copy machine, adding machine, fax and PC).

#### **Qualifications Required:**

- Three (3) years' minimum progressive accounting and one (1) year payroll-related experience, or an equivalent combination of education and/or experience.
- AA in accounting preferred.
- Knowledge of GAAP and GASB.

**Status:** Full-Time, Non-Exempt

**Starting Wage:** \$20.34 to \$24.73 Per Hour DOE; Six-Month Probation Period

*Interested applicants are required to submit an application and resume to: Mason Transit Authority; Attn: Rikki Johnson, Human Resources Manager; 790 East Johns Prairie Road, Shelton, WA 98584; Phone (360) 426-9434, ext. 120; [www.masontransit.org](http://www.masontransit.org). For a complete job description, contact Rikki Johnson.*

***Mason Transit Authority is an Equal Opportunity Employer***