



INTERNAL & EXTERNAL JOB POSTING
Closing Date ~ October 10, 2016

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) preferred.

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; GASB preferred.

Status: Full-Time, Non-Exempt

Starting Wage: \$20.34 to \$22.54 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. For a complete job description, contact Rikki Johnson.



INTERNAL & EXTERNAL JOB POSTING
Closing Date ~ October 10, 2016

SELECTION PROCEDURE:

The most competitive applicants, who in the judgment of the Human Resources Department, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their resume/application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position.

*Mason Transit Authority is an equal opportunity employer
and does not unlawfully discriminate on the basis of race, gender, wage, color,
religion, national origin, marital status, veterans status, disability status, sexual orientation,
or any other basis prohibited by federal, state, or local law.*

*Please let Mason Transit Authority know if you need accommodations
in order to participate in the application process.*