

ACCOUNTING ASSISTANT

This position is responsible for accounts payable, accounts receivable, cash receipts. The assignment of specific duties to the Accounting Assistant will vary depending on the Agency's business needs and individuals' expertise and skills sets.

- Responsible for daily deposit preparation and cash receipt processes.
- Responsible for AP processes. Process invoices for payment with proper approvals and coding.
- Generate billing for fares, events and lease revenue.
- Maintain various bus pass inventory programs and corresponding recordkeeping.
- Administer aspects of Volunteer Driver Program.
- Maintain a variety of financial records and data.
- Other duties as assigned by Administrative Services Manager.

Qualifications Required:

- Two (2) years' minimum progressive accounting or an equivalent combination of education and/or experience.
- AA in accounting or other business-related field preferred.
- Knowledge of GAAP; GASB preferred.

Status: Full-Time, Non-Exempt

Starting Wage: \$17.57 to \$21.36 per Hour DOE; Six-Month Probation Period

Closing Date: August 2, 2017

Interested applicants are invited to visit www.masontransit.org to download an application. Submit completed application and resume to: Mason Transit Authority; Attn: LeeAnn McNulty, Administrative Services Manager; 790 E. Johns Prairie Road, Shelton, WA 98584; Phone (360) 426-9434, ext. 138. For a complete job description, contact LeeAnn McNulty.

Mason Transit Authority is an Equal Opportunity Employer

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