

CLASSIFIEDS/BIDS

TRIMET

Job Opening
Accounting Manager
Req #10-00039

Salary:
\$6,064.67 - \$9,097.08 Monthly \$72,776.00 - \$109,165.00 Annually

Opening date:
11/05/10

Closing date:
12/03/10 05:00 PM

Position Summary:

Manage and direct the overall accounting activities of the Financial Services Department. Manage and direct all day-to-day activity in the Payroll Department. Administer all accounting policies and directives for the District. Lead and manage the accounting staff in recording and analyzing all financial transactions and in preparing the District's financial reports and statements. Responsible for establishing financial controls to ensure the protection of the District's assets. Perform related duties as required.

Essential Functions:

1. Lead and manage accounting department staff responsible for processing, recording and analyzing all transactions. Oversee management of general ledger, accounts receivable, grants, accounts payable, and capital assets in accordance with generally accepted accounting principles, government standards, FTA regulations and District policy.
2. Supervises Accounts Payable, Payroll and Accounting Staff. Monitor staff performance and provide feedback in regard to managing all personnel issues. Responsible for providing first line management support to Payroll and Accounts Payable staff in relation to day-to-day processing, developing procedures and resolving policy issues. Manage accounting functions to ensure that all accounting department employees are properly cross-trained and that appropriate coverage of functions occurs when an employee is absent.
3. Support Director of Financial Services in relation to union grievances, year-end tax issues, and pension issues.
4. Ensure all required tax reporting is completed properly and in a timely manner. Research new tax regulations and implement necessary changes to the business process.
5. Responsible for the District's financial reporting including the preparation of monthly financial statements, quarterly and annual reports to the FTA, and the annual audited financial statements. Issue financial statements internally and externally to users such as the Board of Directors, Tax Supervising & Conservation Commission (TSCC), the Federal Transit Administration (FTA), trustees and bondholders, municipal security repositories, and various banking institutions.
6. Responsible for resolution of issues and interpretation of requirements regarding District contracts, rules and policies. Requirements include initiating the necessary interdepartmental meetings and communications to ensure that accounting issues are fully addressed in a timely manner.
7. Establish financial controls and accounting procedures necessary to ensure the protection of the District's assets. Direct staff in the development of accounting systems, policies and processes to improve internal controls and management information. Responsible for performance of accounting control activities including review of journal entries and monthly account reconciliations. Perform detail review of financial statements monthly.
8. Provide oversight and management review of the District's annual budget documents. Monitor budget variances throughout the fiscal year to ensure the highest degree of accuracy and compliance with Oregon Budget Law.
9. Manage all external financial audits. Supervise staff in the preparation of schedules and other data requested by auditors. Responsible for the completion of the annual audited financial statement in compliance with regulations and deadlines.
10. Responsible for the implementation of financial systems software programs in coordination with the Information Technology Department. Perform as user project leader in the planning,

designing, integration, and implementation of financial software upgrades. Ensure that appropriate testing is performed during all financial software implementations and upgrades.

Position Requirements:

Bachelor's degree in business administration or related field, with course work in accounting. Certified Public Accountant (CPA) designation or desired.

Seven years of progressively responsible accounting experience, including financial reporting. Five years direct supervisory experience overseeing basic accounting groups, (accounts payable, accounts receivable, payroll, general accounting) required. Transit or governmental accounting experience desired. Experience supervising in a combined union and non-union environment desired.

Significant experience utilizing Oracle Financial systems and applications.

Or any equivalent combination of training and experience.

Type of Position/Grade/FLSA/Selection Process:

Grade 16, Non-Union, Non-Exempt

Selection Process - Candidates will be selected based at minimum on the result of:

1. Application Review
2. Resume / Cover Letter
3. Supplemental Testing
4. Criminal Background Check
5. Reference & Degree Verification

It is your responsibility, and to your benefit, to describe in detail how your education, training and work experience meet the requirements of the position for which you are applying. If applicable, please provide at least ten years of your work history, including any volunteer and internship experience you may have. You are encouraged to attach a resume, cover letter, training certificates and letters of recommendation with your application.

Online applications are permitted five attachments; however each attachment is limited to 5MB. Please include your attachments in the "Resume Attachment" section. A second option for attaching multiple documents is to send them to jobs@trimet.org and we will attach them to your online application. You may also fax your materials to 503-962-3477 or 503-962-7440. Incomplete applications will not be considered. Resumes will not be considered in lieu of a completed application.

To apply, please visit our website at <http://trimet.org/jobs>.

Internal applicants: Information in your personnel file will not be used in lieu of information requested on your application. Incomplete applications will not be considered.

Persons needing an accommodation under the Americans with Disabilities Act for any part of the application process should contact TriMet Human Resources staff at 503-962-7505, or the TTY line at 503-238-5811. A minimum of two workdays notice prior to the need for accommodation is required.

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and persons with disabilities.

Accounting Manager Supplemental Questionnaire

- *1. Please describe your experience in overseeing and managing accounting groups (accounts payable, accounts receivable, payroll, general accounting, etc.).
- *2. In what capacity and how familiar are you with FTA guidelines, circulars and State of Oregon local budget laws?
- *3. Describe your experience in external financial audits and monthly financial reporting.

* Required Question

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Job Announcement

Student Support Manager (Vice Principal)

Portland YouthBuilders, an alternative high school/career development program for low income youth, seeks a Student Support Manager. Please see our website for details and application instructions: www.pybpd.org

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8.50+/hr, medical, dental, 401k w/match, sick & vacation pay.

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Portland, OR 97205

www.star-park.com



METRO

Administrative Assistant, Oregon Convention Center \$14.93 - \$20.16/hr, FT. Deadline: 11/17/10. This opportunity is open to First Opportunity Target Area (FOTA) residents - Columbia Boulevard on the north; 42nd Avenue on the east; the Banfield Freeway on the south, and North Chautauqua Boulevard on the west, whose total annual income does not exceed \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months.

For the complete job announcement and required application materials, visit www.oregonmetro.gov/jobs, or apply at our new kiosk at Metro, 600 NE Grand Avenue, Portland

AA/EEO Employer