



# SKAGIT TRANSIT

WASHINGTON

## ACCOUNTING MANAGER

**\$113,130 - \$134,353**

*Plus Excellent Benefits*

*Apply by*

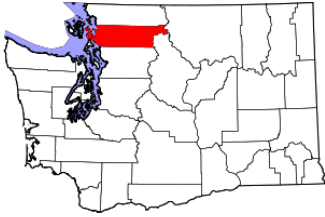
**July 23, 2023**

*(Applications Reviewed as Submitted. Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Skagit Transit is headquartered in the city of Burlington, Washington and serves the nearby areas of Anacortes, Mount Vernon, Sedro-Woolley, Burlington,

and La Conner. Skagit Transit is a part of the Skagit Valley which is located between the beautiful peaks of the Cascade Mountains and the phenomenal Puget Sound. This amazing region has a little bit of something for everyone, including a large variety and abundance of shops, restaurants, outdoor activities, and agricultural attractions scattered throughout each city served by Skagit Transit. The region is also home to the Skagit Valley Tulip Festival which attracts more than one million visitors per year.

With solid funding, a 6-year transit development plan, quality fleet, and a willing staff to move the Agency forward, Skagit Transit is looking for a qualified accounting candidate to join and learn from an innovative team that is looking to begin the development of departmental cross-training opportunities and potentially migrate systems in the future. Skagit Transit offers the right candidate a chance to work in a high-performance team-structured organization, in a region that takes pride in its history, spectacular natural beauty, and way of life.



**THE COMMUNITY**

Skagit County has a population of approximately 127,000 people and is located approximately 60 miles north of Seattle, Washington. The region is known as being one of the fastest growing counties in the state and has experienced steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980's, first being part of the Mount Vernon Chamber of Commerce, then branching out to form its own organization. Businesses in Mount Vernon and Burlington enjoy strong community and local government support, a thriving business climate, and easy access to Interstate 5 and marine shipping.

**THE AGENCY**

Skagit Transit was established by voter approval in 1993 with the goal to provide transit service to the Mount Vernon and Burlington area. Since 1993, the Public Transit Benefit Area or PTBA, has expanded to Anacortes, La Conner, Lyman, Concrete, Hamilton, and Sedro-Woolley. Skagit Transit is governed by a 10-member Board of Directors and employs 160 FTEs. In 2021, combined ridership for all modes of service totaled 384,250. Ridership by mode included 225,406 Local Fixed Route, 63,737 Commuter Bus, 42,174 Paratransit, and 52,933 Rideshare. To learn more about the Skagit Transit Board of Directors, please visit [www.skagittransit.org/about-us/board-of-directors](http://www.skagittransit.org/about-us/board-of-directors).



The overall management of Skagit Transit is divided into eight departments, which includes Operations, Finance & Administration, Human Resources, Information Technology, Safety and Training, Security, Maintenance, and Facilities. The Agency operates these departments on a 2023 budget of \$29,597,736.

Skagit Transit currently serves 750 square miles of Skagit County, including the unincorporated areas of Northwest Skagit County, South Fidalgo Island and Burlington Country Club. Skagit Transit has 17 fixed routes and over 45 rideshare groups.

Skagit Transit has had many upgrades to its facilities since the Agency's establishment, including the transfer stations, and the administration building. Coming soon in 2024, Skagit Transit will also have a new state-of-the-art maintenance operations and administration facility.



## THE POSITION

Under the direction of the CFO, the Accounting Manager supervises two accounting and administrative staff. This position's main duties include government financial reporting including GASB and GAAP, reconciling accounts, supervising payroll and accounts receivable, collaborating with grant manager to ensure compliance with state & federal regs, monthly closing, collaborating with procurement coordinator to ensure that regulations are met and preparing materials for state & federal audits.

### Main Duties and Responsibilities:

- Ensure accounting is in accordance with generally accepted accounting principles (GAAP), GASB, IRS, state, and FTA requirements.
- Prepare financial and operating reports; provide financial analysis and narrative of issues impacting the Agency's financial condition.
- Supervise payroll, payables, receivables, general ledger, fixed assets processes and procedures, and monitor cash flow.
- Review, modify, and document business processes for optimal efficiency and internal control.
- Maintain policies and procedures to ensure compliance with GAAP, grant agreements, laws and regulations.
- Reconcile monthly bank statements ensuring entry accuracy.
- Prepare the annual financial report for the Washington State Auditor's Office.
- Prepare NTD (National Transportation Database) monthly and annual reports.
- Monitor grant funded projects accounting; manage grant project costs for reimbursement.
- Ensure compliance with FTA grant rules and all grant reimbursement requirements.
- Manage the annual financial and accountability audits, WSDOT audits, FTA triennial review, and all other financial audits.
- Ensure the integrity of financial systems; integrate systems technology into all aspects of the Accounting Department; manage related projects.
- Maintain fixed asset records including recording capital asset acquisitions, disposals and transfers.
- Update depreciation schedule monthly.
- Maintains vehicle files.
- Reconcile subsidiary ledgers and depreciation schedule to general ledger.
- Coordinate physical asset inventories and update records accordingly.

## OPPORTUNITIES & CHALLENGES

1. This position is part of a small team that works in close proximity. Skagit Transit is planning a new building to be completed around 2025 where this position will have a private office.
2. The Accounting Manager will have an opportunity to begin the development of a cross-training plan so that staff can back each other up to ensure that critical functions are always accomplished.
3. Migration to an entirely new financial management system is a high priority. Skagit Transit is in the process of investigating different platforms and will likely choose a product soon. The current CFO has managed the migration to new financial systems and multiple upgrades at a local governmental agency, and will lead this effort as well. This provides an excellent learning opportunity for the incoming Manager and department staff.

## COMPENSATION & BENEFITS

- **\$113,130 - \$134,353 DOQ**
- Employer Paid Medical, Dental, Life Insurance, and Vision Service Plan.
- Washington PERS.
- Employer Paid Life Insurance.
- Employer Paid HRAVEBA
- Employer Paid EAP and Disability Insurance.
- 11 Paid Holidays per Year.
- Up to 46 Days of General Leave Accrual Per Year.
- After an on-boarding period of a minimum of 6 months, limited remote work opportunities may be reviewed.



## THE IDEAL CANDIDATE

### Education and Experience:

Any satisfactory combination of the following experience which clearly demonstrates the ability to perform the above duties will be considered. A typical way to meet this requirement would be:

- A bachelor's degree in accounting.
- Five (5) years of progressively responsible accounting experience including three (3) years of supervisory experience.
- One (1) year of GASB experience.
- One (1) year of Financial Statement Compensation experience.

### Preferred Knowledge, Skills, and Abilities:

- Financial software system expertise.
- Intermediate/Advanced knowledge of Microsoft Office Word, Excel, and Access.
- Experience with complex financial analysis.
- Experience with payroll processing compliance.
- Experience as a Certified Management Accountant.
- Grant administration experience.
- Transportation industry experience preferred.
- Government accounting and procurement knowledge.
- The ideal candidate will be a good-natured self-starter who is detail oriented and ready to keep up with ever-changing accounting best practices. This person is expected to be an "open manager" who is a hard-working team player and a quick learner.

**For more information on Skagit Transit, please visit:**

[www.skagittransit.org](http://www.skagittransit.org)

Skagit Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 23, 2023** (Position is open until filled). Application materials will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "Skagit Transit, WA – Accounting Manager", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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