

ACCOUNTS PAYABLE CLERK - EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Description: This position performs accounts payable processing, serves as back-up for other clerical positions, and performs other financial, administrative, and clerical duties as may be assigned within the finance and accounting department in Michigan City, Indiana. Specific tasks include, but are not limited to:

- Reconcile invoices to purchase orders.
- Code and process invoices and issue payments.
- Verify employee expense reports and issue payments.
- Data entry into computer systems, filing, and preparation of reports.
- Effectively communicate with outside vendors and auditors.
- Prepare annual 1099-MISC filings.
- Other duties as assigned.

Days and hours of work: The normal days and hours assigned are Monday through Friday, 7:30 a.m. to 4:00 p.m. Hours may vary when assigned to or filling in on other positions. Mandatory overtime on weekends or holidays may be necessary at times.

Minimum Requirements:

Candidates must meet the following qualifications:

- High school degree. NICTD prefers candidates with associate or bachelor degrees with majors in accounting, finance, marketing, or other business administration specialties.
- Nine (9) or more semester hours of academic study in accounting or equivalent experience. Applicants must provide a formal or informal copy of their transcript at the time of interview.
- Must be able to touch type at least forty (40) words per minute and must be proficient in data processing using a 10-key adding machine or equivalent. Typing will be confirmed in a standardized keyboarding examination administered by the District.
- Must read and write clearly and fluently in English so as to understand and follow appropriate rules and regulations. Ability to speak and understand Spanish, Polish, or other languages relevant to NICTD's five county service area is helpful but not required.
- Microsoft Office Suite or relevant financial software proficiency.

- Pass a post-offer physical examination, including drug and alcohol tests. Must be able to fulfill the position's essential functions. Hired applicants are also subject to on-duty drug and alcohol testing per NICTD policy.
- As this work involves entrustment with public funds, all offers are subject to satisfactory post-offer driving, credit, and criminal record evaluations.

Candidates are preferred, but not required, to have the following skills:

- Customer service and cash handling experiences.
- Good interpersonal skills for interacting with supervisors, fellow employees, and passengers.
- Demonstrated work history of flexibility in handling unexpected changes in work assignments or priorities.
- Applicant must maintain professional telephone etiquette and have the ability to maintain a calm disposition when multi-tasking among competing deadlines.

Environmental Conditions: Work is primarily indoors. Levels of activity vary from moderate to intense. Stressful situations may occur.

Salary & Benefits: Applicants start at 75% to 95% of full hourly rate depending on qualifications and then increase 5% per year until eligible for full hourly rate of \$22.03. Excellent health, dental, disability, vision, and pension benefit plans.

Applicant Instructions:

Fill out the on-line employment application. To reach the on-line employment application, go to www.mysouthshoreline.com and hover on the "About" tab. Then, click on "Job Opportunities" from the drop-down menu. This will take you to the job announcement containing the link to apply for the position. Follow the application screens from there. You may upload a resume (with or without a cover letter) during the on-line application process. While not required, NICTD encourages applicants to complete the on-line application and upload a resume with a cover letter. The deadline for applying is 3 p.m. on Monday, August 13, 2018. This is a rolling application process. NICTD reserves the option to close the application process early. Apply early to ensure best opportunity for consideration. Persons experiencing difficulties with the on-line application process may contact Cindy McCann at cindy.mccann@nictd.com or (219-874-4221, ext 252) for assistance. Qualified applicants will be notified if selected or declined for a typing test and/or interview.

IMPORTANT NOTE – READ THIS: If you are a current employee, or if you have previously applied on line, you must FIRST contact Ms. McCann at cindy.mccann@nictd.com or (219-874-4221, ext 252) to re-set your on-line record to accept a second application.

NICTD does not accept late applications, requests for interviews, or faxed/mailed/hand delivered resumes.

NICTD IS AN EQUAL OPPORTUNITY EMPLOYER