



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. 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, especially Excel, 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:

- Accounts Payable and job cost tracking experience.
- 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.

Key Competencies:

- Attention to detail and accuracy
- Planning and organizing
- Initiative
- Scheduling, monitoring, and meeting 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 85% of full hourly rate depending on qualifications and then increase 5% per year until eligible for full hourly rate of \$22.58. Excellent health, dental, disability, vision, and pension benefit plans.

Applicant Instructions:

Fill out the on-line employment application on or before 9 a.m. on Friday, December 4, 2020. To reach the 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. **If you wish to be considered for the Accounting and Backup Payroll Clerk position as well as this position, please so indicate on your resume or cover letter.** Persons experiencing difficulties with the on-line application process may contact Shelly Winn at shelly.winn@nictd.com or (219-874-4221, ext 253) for assistance. Qualified applicants will be notified if selected or declined for a typing test and/or interview. NICTD does not accept late applications, requests for interviews, or faxed/mailed/hand delivered resumes. **This is a rolling application process. Apply early for your best chance at consideration. The District reserves the option to remove this posting prior to the stated deadline.**

Phone calls and walk-ins requesting consideration or expressing interest are not accepted. The District assumes no responsibility for late or undelivered materials. Persons who desire to assure deliveries of their requests for consideration are encouraged to hand deliver their materials or send them by certified mail. **IMPORTANT NOTE – READ THIS: If you are a current employee, or if you have previously applied on line, you must FIRST contact Ms. Winn at shelly.winn@nictd.com or (219-874-4221, ext 253) to accept a new second application.**

Questions: Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223; e-mail: bjarne.henderson@nictd.com.

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