



ACCOUNTING & BACKUP PAYROLL CLERK EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Description: This is a skilled clerical position that performs, or serves as back-up, for accounts payable, accounts receivable, payroll, ticket revenue auditing, ticket sales, and other miscellaneous financial, administrative, and customer service tasks within the finance and accounting department in Michigan City, Indiana. The accounting and backup payroll clerk prepares accounts receivable billing invoices and reports. The successful candidate must be comfortable working with the public through ticket sales and customer service as well as contacting individuals for collection of unpaid invoices. The clerk prepares and distributes required journal entries, spreadsheets, and reports. The clerk must be able to perform any necessary data processing – to include input or output from the computer and related software. While the primary work location is Michigan City, Indiana, travel may be required for training or emergency clerical coverage at Chicago or South Bend.

Days and hours of work: The days assigned are Monday through Friday, 7:30 a.m. to 4:00 p.m. with a half hour unpaid lunch. 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, bachelor, or graduate degrees with major in accounting, finance, marketing, or other business administration specialty.
- Twelve (12) or more semester hours of college level academic study with grade of "C" or better in accounting or equivalent relevant accounting experience.
- Touch typist with a forty (40) words per minute proficiency as scored 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.
- Demonstrated proficiency in Microsoft Office Suite or relevant financial software.
- 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.
- Payroll, accounts payable, accounts receivable, and/or auditing experience.
- Good interpersonal skills for interacting with supervisors, fellow employees, passengers, and other customers.
- Demonstrated work history of flexibility in handling unexpected changes in work assignments or priorities.

Key Competencies:

The following additional competencies are essential for success in the position:

- Attention to detail and accuracy
- Planning and organizing
- Initiative
- Scheduling, monitoring, and meeting deadlines
- Teamwork

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 Accounts Payable 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 re-set your on-line record to accept a 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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