



General Accounting Assistant

Annual Salary
\$39,742

HOW TO APPLY

Submit cover letter
and resume to
eswank@ridetherapid.org,
or fax to 616/774-1286, or
apply online at
ridetherapid.org/jobs

Closing Date: April 5, 2018

Visit ridetherapid.org for a
full job description.

The Rapid is an award winning public transportation system that services Grand Rapids Metro area and beyond. This position is primarily responsible for processing ticket sales and revenue fares along with other accounting tasks.

ESSENTIAL FUNCTIONS

- Preparing invoices and tracking (collections) accounts receivables.
- Prepare daily farebox fares for deposit.
- Primary back up for processing payroll and disbursements.
- Processing ticket transactions and maintaining inventory.
- Assist with fixed assets and inventory.
- General clerical duties.
- Perform other duties as assigned.

Education: Associate's Degree in accounting, finance, or related field is *preferred* or equivalent work experience.

Experience: Three (3) years of related experience and/or training or equivalent combination of education and experience

Computer Skills: Computer skills to include Microsoft Office Suite and various proprietary software as required. Knowledge of Excel for Windows & Microsoft Word is preferred.

**The Rapid is an EEO Employer -
Women and Minorities
Encouraged to Apply**