

# Job Posting

## Financial Officer/Grant Administrator

### Sunset Empire Transportation District

Sunset Empire Transportation District (SETD), based in Astoria, Oregon, is recruiting a Financial Officer/Grant Administrator. This position oversees all accounting and financial reporting functions and manages grants and contracts for the District; oversees the operations of the Astoria Transit Center and Seaside Transit Office. It is a hands-on management position. This position plays a critical role in partnering with the senior leadership team in strategic decision making and operations as the District continues to enhance its public transportation services and deliver quality programming. This position reports directly to the Executive Director.

Qualifications include a 2 year or 4 year accounting degree or equivalent. Requires 5 years fund accounting, grants and contract management. Government and/or non-profit experience preferred. Demonstrated knowledge and high proficiency in Excel, QuickBooks or other financial software is required. Go to [www.ridethebus.org](http://www.ridethebus.org) to see full job description and additional requirements.

Our District provides public transportation through its fixed route system, paratransit, and dial-a-ride program. We operate three facilities within Clatsop County.

Astoria is located in Clatsop County where the Pacific Ocean meets the mighty Columbia River. The area is rich in its natural beauty and a destination spot for people from all over the world. There are many historical aspects to the area including being located at the end of the Lewis & Clark trail.

To Apply:

Get an application at the Astoria Transit Center, 900 Marine Drive, Astoria, OR 97103 or go to [www.ridethebus.org](http://www.ridethebus.org) to print out an application and job description.

Return application along with a resume to SETD Attn: Tami Carlson, Human Resource Officer, 900 Marine Drive, Astoria, OR 97103 or email to [Tami@ridethebus.org](mailto:Tami@ridethebus.org) Deadline to apply is 6/7/19.