

The Amaral Bus Company Is Hiring for School Bus Drivers, Monitors, Mechanics and HR/ Accounting in the Southcoast

School Bus Driver:

Licensed School Bus drivers will receive a \$500 signing bonus. School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. PLEASE APPLY IN PERSON

School Bus driving is a part-time job averaging 20-25 hours per week. You can make more money than some full time jobs. Opportunities for more hours are available.

Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a School Bus.

Free C.D.L. School Bus training to qualified applicants.

Paid sick time and Yearly Attendance Bonus.

- Wages depending on school district and contract. Earn up to \$28.75 per hour.
- Management opportunities. Room for growth!
- New Equipment.
- Must be 21+ to get your School Bus license. Must be MA

resident to qualify for free training.

School Bus Monitor:

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

Responsible for the safety, and welfare of students who ride your bus.

- Monday thru Friday work Week.
- Weekends and major holidays off.
- Summer and school vacations off.
- Extra work during school closings available if you choose.
- Able to collect on any time off. Must have a license and a reliable way to work.
- Split Shift Schedule.

School Bus Monitoring is a part time job averaging 24 hours per week. Free C.D.L. School Bus training to qualified applicants.

Paid Sick time and Yearly Attendance Bonus.

- Management opportunities.
- New Equipment.

\$13.00 per hour PLUS weekly attendance bonus

Accounting/HR Clerk

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities

will be recording all financial transactions into QuickBooks, assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

Essential Duties and Responsibilities:

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.
- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries
- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation

- Special Accounting and ad hoc projects as needed

Education & Requirements:

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

Skills/Qualifications:

- Strong understanding of general accounting practices and procedures
- Advanced proficiency in QuickBooks
- Advanced proficiency in MS Office software
- Strong understanding of payroll processing
- Strong strategic, financial and analytical skills
- Strong "hands-on" work ethic
- Excellent organizational skills
- Must possess initiative, energy, and drive
- Excellent verbal and written communication skills
- Ability to multi-task under pressure in a high volume, fast paced environment
- Ability to professionally interact with all levels of management and co-workers
- Confidentiality when dealing with employee and company financial information

Mechanic

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

Pay Rate: \$18.00- \$28.00/ hour depending on experience.

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The

applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

Our shop is equipped with the following systems to help with your tasks:

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite
- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

Benefits offered:

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time
- Training offered as new software/systems are introduced
- All applications and interviews are confidential.

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.

1090 State Rd

Westport, MA, 02790

NO Phone Calls or E-mails.

No Phone Calls or E-mails. Please come to our office and fill out an application in person.



1090 STATE ROAD WESTPORT, MA 02790