



JOB TITLE:	<b>ACCOUNTING ANALYST</b>	DIVISION:	<b>DISTRICT – ACCOUNTING</b>
REPORTS TO:	<b>ACCOUNTING MANAGER</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction of the Accounting Manager, this position performs a variety of intermediate to complex professional accounting duties and analysis to support the preparation and maintenance of District financial records and reports. This position will assist with all accounting areas, including research, monitoring, reporting & compliance. This position also participates in external & internal audits, while simultaneously assisting in the execution of accounting policies, procedures and other related duties as assigned.

### Essential Responsibilities

- Performs accounting analyses to all reports, accounts contracts, statutory & regulatory requirements; maintains interfaces between subsidiary ledgers & accounting systems
- Conducts continuous assessment of internal controls, processes & procedures; suggests improvements when/where deemed necessary
- Participates in the assimilation & submission of Transit Agency reporting requirements such as: National Transit Database, Federal Highway Administration, State Controller’s Office, Indirect Cost Allocation Plan, et al.
- Prepares reports, analyses and journal entries as required or assigned, and supports the Accounting Team with other accounting-related research and analysis as needed, including projections – long and short term – assessments based on variable factors/proposals/costs, variance analysis (actual vs. budget, month-to-month, year-to-year), etc.
- Acts as key contributor to grant, fixed assets, project & other financial/compliance audits. This may entail the preparation of footnotes and other financial schedules integral to the final reports
- Completes & files quarterly, monthly & yearly compliance reporting related to capital & operating grants and other third-party filing requirements related to all business cycles
- Coordinates the bi-annual physical inventory as required by the District’s Capitalization Policy and continuously improves the current fixed asset accounting process and procedures wherever possible.
- Oversees federal, state and local grant allocations & revenues, expenditures, reimbursements, billings reporting and asset management; including adherence to financial and regulatory compliance requirements.
- Analyses of electronic revenue recognition programs & internal controls surrounding the programs.
- Provides guidance and assistance to accounting personnel performing supporting work within the Accounting Department; this includes: GASB implementation, researching and implementing best practices, documenting procedures, etc.
- Remains abreast of new and ongoing accounting & grant standards, regulations and requirements.



- Represents the District in both internal and external meetings while maintaining professionalism and objectivity.
- Regular and reliable attendance and performance is required
- Performs other duties as assigned

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Generally Accepted Accounting Principles (GAAP), with emphasis in Government Accounting Standards Board (GASB) pronouncements, Uniform Guidance and Government Auditing Standards (GAS).
- Advanced accounting and grant principles.
- Advanced understanding and first-hand experience with all accounting areas/business cycles (AP, AR, debt, cash & investments, fixed assets (including CIP), fund balance, grant billings, inventory revenues, expenses, etc.) and first-hand experience with Single Audits, CAFR production, etc.

### Ability to:

- Interpret and analyze legislative proposals, and other similar authoritative literature, to assess their potential impact on the District's capital and operating programs
- Comprehend and apply accounting pronouncements, contracts & other third party statutory, regulatory and legal requirements and educate the Accounting Dept. & Management regarding their impact to the District's capital and operating programs.
- Interact with all levels of management; represents the District's interest in various meetings – external & internal, as necessary.
- Understand and interpret contract interpretation and compliance monitoring & reporting
- Possess and exhibit excellent verbal and written communication skills.
- Work collaboratively in a team atmosphere; while also performing tasks independently and proactively.
- Develop, analyze and provide routine & ad hoc spreadsheets, graphs and reports for Management & other Departments.
- Organize, prioritize, manage and complete multiple projects simultaneously; assumes a hands-on approach to meeting critical deadlines, takes initiative and is a self-starter.
- Establish and maintain cooperative professional work relationships with District and outside agency staff.

## Minimum Qualifications

### **Education and/or Experience:**

- A four (4) year degree in Accounting or closely related discipline
- A minimum of five to six (5-6) years' recent full-time position-related accounting experience reflecting intermediate to advanced complexity
- Experience with public sector accounting and auditing, preferably related to public transportation
- Certified Public Accounting license strongly desired.

### **Required License:**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

### **Physical Requirement:**

- Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.