



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

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 supervision 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 also participates in external & internal audits, while simultaneously assists in the execution of accounting policies, procedures and other related duties as assigned.

Essential Responsibilities

- Originates and maintains accounting records for all operating divisions within and overseen by the District. This includes Administrative and Development, Bridge, Bus and Ferry
- Completes accounting operations that culminate in the production of monthly financial statements. Operations include, but are not limited to, preparing and posting journal entries, reconciling accounts, preparing billings, producing reports and other miscellaneous tasks
- Prepares journal entries to record financial activities in the general ledger. This includes recurring & non-recurring journal entries: accruals, expense allocations, cash & investment activity, debt-service transactions, capital asset activity, accounts receivable & payable transactions, etc.
- Reconciles charges, encumbrances and retentions payable per invoices, purchase orders and requisitions and reflect the adjusted balances in the General Ledger
- Reviews accounts payable, accounts receivable, payroll, capital assets, inventory and other subsidiary ledgers for completeness, cut-off and accuracy
- Responds to internal and external inquiries, including explaining accounting procedures/policies to outside agencies, auditors, and agency staff orally and in writing
- Participates with departmental and external audits to ensure the accuracy & completeness of financial reporting and compliance with District policies and procedures. Audits include, but are not limited to, physical inventories, imprest cash audits, financial statement audits, compliance audits, single audits and performance audits
- Maintains current knowledge of GASB pronouncements and federal/state regulations
- Documents current accounting procedures & processes
- Follows established safe-work practices, including obeying all safety rules & District policies
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required



Required Knowledge, Skills and Abilities

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) Statements
- Public transit accounting principles and systems
- Transit Agency reporting requirements: National Transit Database, Federal Highway Administration, State Controller's Office, et al.
- Federal/state/local grant regulations & compliance stipulations

Ability to:

- Support stand-alone computerized systems i.e. Payroll
- Interact with all levels of management
- Demonstrate excellent oral and written communication skills
- Demonstrate mastery of a General Ledger system, from journal entry preparation to financial statement generation
- Work in a team environment as well as independently
- Work in a fast-paced environment

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- A four (4) year degree in Accounting or closely related discipline.
- A minimum of three (3) years in a full-time position related to accounting or auditing experience reflecting intermediate accounting complexity.
- Experience in Governmental Accounting is desirable.
- Experience with Sungard IFAS General Ledger System is desirable.

Required License:

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

Physical Requirements:

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.