



POSITION: ACCOUNTING ANALYST, CAPITAL & GRANT PROGRAMS
(San Francisco, CA - Golden Gate Bridge Administration Building)

CLASS CODE: 99264/Exempt

OPENINGS: 1 and To Create a List

OPEN TO: All Qualified Applicants

SALARY RANGE: \$74,334.00 to \$ 89,856.00 annually, plus excellent benefits (37.5 hour workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Friday, December 11, 2009

CLOSING DATE: Open Until Filled – Review of applications will begin on Monday, January 4, 2010

Please mail or e-mail required application materials to:

T. Claire
jobs@goldengate.org
Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901

Please reference the position title in the subject line of your e-mail.
Also complete an EEO tear sheet that can be obtained from our website at www.goldengate.org

OR APPLY AT:

Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901-5318
Application Request Line: (415) 257-4526

For Directions and General Information visit our:
Web Site – www.goldengate.org
Office Hours: 8:30 a.m. – 4:30 p.m.

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION:

- Application for Employment
- Resume and Cover Letter
- Supplemental Questionnaire

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree which should include solid course work in Business, Accounting, Public Administration or a closely related field
- A minimum of four (4) years' recent full-time position-related accounting/auditing/grant experience reflecting intermediate to advanced accounting/auditing/grant complexity in the following key areas:
grant billing, reporting, and reconciliations
- A minimum of four years' intermediate to advanced experience using Microsoft Office products with a major emphasis using Excel
- Solid experience in utilizing accounting software products

DESIRABLE EDUCATION AND RECENT WORK EXPERIENCE REQUIREMENTS:

- Experience with public sector accounting
- Certified Public Accounting license
- Experience with governmental accounting software

REQUIRED LICENSE(S):

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

PHYSICAL REQUIREMENTS:

- Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds
- Most work is conducted in an office environment
- A large percentage of time is spent using personal computers and telephones

POSITION DESCRIPTION:

Under general supervision of the Accounting Supervisor, this position performs a variety of intermediate to complex level grant accounting duties and analyses to support the preparation and maintenance of District financial records and reports. This position is the primary contact at the District for grants accounting/audits and also acts as the accounting lead for other specified contractual obligations of the District which may include meeting attendance and required reporting in these areas. The Accounting Analyst will be responsible for reconciling the Construction In Process (CIP) records to the General Ledger and to grant revenues, and will research and resolve any discrepancies. Additionally, this position will oversee the Fixed Asset Module of the accounting software, and will ensure items are recorded, depreciated and disposed of timely and accurately, and will also add improvements to the current Fixed Asset process and software, wherever possible. This position takes a leadership role in guiding internal management on capital accounting policies and procedures and may on occasion lead others within the Accounting Department for specific position-related matters. This position assists in the development and implementation of program policies and procedures and performs other related duties as required or assigned.

ESSENTIAL RESPONSIBILITIES:

- Should possess a solid knowledge of the grant process once it has been awarded. Including recording of advances, approval of expenditures, reporting requirements, auditing, through capitalization of the final project
- Must stay up to date on grant requirements, by reading the grants, and attending meetings both internally and externally
- Oversees the billings of grants to ensure timely and accurate submission of invoices and reasonable collection of any receivables
- Understands the pass-through agreements of each grant and ensures they are processed in a timely manner, recorded and documented

ESSENTIAL RESPONSIBILITIES CONT:

- Prepares reports as required or assigned, and will support the Accounting Supervisor with other accounting related research and analysis as needed
- Main contact for supporting grant or fixed asset related audits
- Reconciles CIP to the General Ledger and to grant revenues. Researches and solves any discrepancies
- Oversees the Fixed Asset Module of the accounting software. Ensures items are recorded, depreciated and disposed of timely and accurately. Adds improvements to the current Fixed Asset process and software, wherever possible
- Uses the Fixed Assets Module to create meaningful reports that will support audits, physical inventory and ensures internal controls are maintained
- Posts journal entries as needed and provides guidance on capitalization questions that may arise
- Provides trend analysis and forecasts for depreciation and cash flow
- Investigates, researches and resolves complex questions that may arise and impact the financial condition of the District
- Conducts reviews and analyses of financial records and accounts; maintains interface between subsidiary ledgers and the General Ledger to ensure accounting integrity
- Provides support to the financial and operational managers for the preparation of the annual budget
- Thoroughly understands the budget assumptions and communicates such to operations managers for their understanding and education
- Prepares and explains variance analyses of actual results versus budget, prior year and/or program expenses
- Communicates with managers to resolve budget and charge discrepancies
- Provides guidance to accounting personnel performing supporting work within the Accounting Department, and, is therefore, familiar with Accounts Receivable, Payroll and Accounts Payable accounting activities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Generally accepted accounting principles, with emphasis in Government Accounting Standards Board requirements and Government Auditing Standards
- Ability to interact with all levels of management; represents the District in various grant meetings, when necessary
- Must possess excellent oral and written communication skills
- Maintenance of the General Ledger system, from journal entry preparation to financial statement generation

SELECTION PROCEDURES may include:

- Supplemental Questionnaire
- Skills Assessment Examination
- Panel Interview
- Departmental Interview
- Medical Examination (Post offer of employment), if applicable
- Background, employment, security investigations, if applicable
- Drug screening.

(*) The District will invite only those candidates whose qualifications most closely match the position requirements to continue in the selection process

(**) The District is a drug free workplace. Applicants under consideration will be required to undergo **and pass** drug testing **prior** to District employment.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

R: 04/08

Revised: 12/10/2009
BJ/ST/TC

Human Resources Department
Human Resources Administration
1011 Andersen Drive
San Rafael, CA 94901-5318