RE-POSTING

POSITION: ACCOUNTANT (PS101418)

LOCATION: San Francisco, CA - Toll Plaza

SALARY RANGE: $91,436.80 to $110,593.60 annually plus benefits
Employee pays 7% of salary/wage toward CalPERS retirement plan

OPEN TO: All Qualified Applicants

DATE POSTED: January 17, 2020

CLOSING DATE: Open Until Filled (First Review Date 2/7/2020)

OPENINGS: 1 vacancy and to create an Eligibility List

NOTE: This position is being reposted. Applicants who have already applied need not reapply. All applications will be considered for this position.

POSITION DESCRIPTION:

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.

MINIMUM JOB REQUIREMENTS:

Education/Experience Requirements

- 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.

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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, ABILITIES, SKILLS:

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.

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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.

LICENSE(S):

- 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

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APPLICATION PROCEDURE:

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

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

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THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHTD Online Employment Application
2. Cover Letter (Scan and attach as PDF to your online application)
3. Resume (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel interview
- Department interview for final candidates

******The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

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) 257-4535 (Human Resources).

Revised 02/15/2019

1/17/2020 LG

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