



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 the general supervision of the Accounting Manager, the Accountant performs a range of intermediate to advanced accounting tasks to support the District's financial operations. This role is responsible for maintaining accurate general ledger records, preparing financial statements, supporting audits, and ensuring compliance with accounting standards and public sector regulations. The position requires strong analytical skills, attention to detail, and the ability to work both independently and collaboratively.

Essential Responsibilities

- Maintain accounting records for all District divisions, including Administration, Development, Bridge, Bus, and Ferry operations.
- Prepare and post recurring and non-recurring journal entries (e.g., accruals, allocations, cash activity, capital assets, debt service, A/R and A/P).
- Reconcile general ledger accounts and subsidiary ledgers; resolve discrepancies related to invoices, purchase orders, encumbrances, and retention.
- Review financial activity across A/P, A/R, payroll, inventory, and capital assets for accuracy and completeness.
- Prepare monthly financial reports and assist in the production of the District's financial statements.
- Respond to internal and external inquiries; communicate accounting procedures to staff, auditors, and external agencies.
- Participate in internal and external audits, including financial, compliance, and performance audits, as well as physical inventories and cash audits.
- Ensure compliance with GASB standards, federal and state regulations, and District financial policies.
- Document and maintain internal accounting procedures and workflows.
- Stay current with accounting standards, regulations, and governmental reporting requirements (e.g., NTD, FHWA, State Controller's Office).
- Adhere to established safety practices and District policies.
- Perform other related duties as assigned.
- Maintain regular, dependable attendance and performance.



Required Knowledge, Skills and Abilities

Knowledge of:

- GAAP and Governmental Accounting Standards (GASB).
- Public sector and transit agency accounting practices.
- Financial reporting and audit processes in a government environment.
- Federal, state, and local grant compliance requirements.

Ability to:

- Proficiency in general ledger systems and accounting software.
- Strong written and verbal communication skills.
- Ability to explain complex financial concepts to diverse audiences.
- Effective collaboration across departments and levels of management.
- Capacity to work independently and manage multiple deadlines in a fast-paced environment.
- Experience supporting payroll and other standalone financial systems.

Minimum Qualifications

Education and/or Experience:

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

- A Bachelor's degree in Accounting or closely related discipline. Additional recent qualifying experience may be substituted on a year-for-year basis in lieu of a degree. A written statement detailing additional qualifying experience must be submitted at the time of application.
- At least four (4) years in a progressive experience doing full cycle accounting or auditing reflecting intermediate complexity, preferably in a public transportation or public sector agency.
- Proficiency in governmental accounting, GAAP and Accounting Cycles.
- Participation in the Certified Public Accountant licensure process is desirable.

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.