

JOB TITLE:	ACCOUNTING ANALYST	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 direction of the Accounting Manager, the Accounting Analyst performs a range of intermediate to advanced accounting functions supporting the integrity of the District's financial operations. This role focuses on financial reporting, compliance, grants management, internal controls, and audit coordination. The position plays a key role in ensuring adherence to governmental accounting standards and regulatory requirements while supporting continuous process improvement across the Accounting Department.

Essential Responsibilities

- Perform complex financial analysis, account reconciliations, and journal entries across all accounting cycles, including A/P, A/R, payroll, fixed assets, cash, investments, debt, and grants.
- Ensure accurate reporting and timely filing of compliance reports for capital and operating grants at the federal, state, and local levels.
- Maintain and reconcile interfaces between subsidiary ledgers and the general ledger; evaluate and improve accounting procedures and internal controls.
- Contribute to the preparation of the District's financial statements, Annual Comprehensive Financial Report (ACFR), and Single Audit documentation, including financial footnotes and supporting schedules.
- Lead grant and fixed asset audits; coordinate the biennial physical inventory and implement process improvements in asset management.
- Analyze and report on revenue recognition systems and ensure adequate internal controls are in place.
- Assist with required regulatory reporting, including submissions to the National Transit Database, Federal Highway Administration, State Controller's Office, and other agencies.
- Provide technical guidance to accounting staff, support GASB implementation, and research evolving standards and best practices.
- Support short-term and long-term financial forecasting, cost projections, and variance analysis for capital and operating programs.
- Monitor regulatory and legislative changes, evaluate their financial impact, and communicate findings to department leadership.
- Represent the Accounting Department in internal and external meetings, ensuring professional communication and alignment with District goals.
- Perform other duties as assigned and maintain consistent, reliable attendance and performance.

Required Knowledge, Skills and Abilities

Knowledge of:

- GAAP, GASB pronouncements, Uniform Guidance, and Government Auditing Standards (GAS).
- Public sector accounting principles, financial systems, and business cycle integration.
- Grant accounting, reporting, and compliance requirements.
- Transit agency regulatory reporting and audit processes.

Ability to:

- Analyze, interpret, and apply accounting standards, legislative updates, and contract provisions.
- Prepare complex financial reports, schedules, and data visualizations for management.
- Communicate effectively, both verbally and in writing, with all levels of staff and external agencies.
- Lead and contribute to collaborative teams while managing projects independently.
- Manage multiple priorities, meet tight deadlines, and apply a proactive, hands-on approach.
- Build strong professional relationships within the District and with funding agencies.

Minimum Qualifications

Education and/or Experience:

- 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 six (6) years of recent full-time position-related progressive accounting experience reflecting advanced complexity, preferably in a public transportation or public sector agency.
- Experience in a lead role in an accounting department.
- A Certified Public Accounting license is desirable.

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.