



JOB TITLE:	ACCOUNTING MANAGER	DIVISION:	DISTRICT - ACCOUNTING
REPORTS TO:	DIRECTOR OF ACCOUNTING	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	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 direction of the Director of Accounting, the Accounting Manager leads the Accounting team responsible for maintaining accurate financial records, ensuring regulatory compliance, and delivering timely internal and external financial reporting. This position plays a key role in overseeing all accounting operations, including monthly and year-end closings, audits, grant and capital asset accounting, internal controls, and fiscal policy development. The Accounting Manager also supports strategic planning, system improvements, and staff development.

Essential Responsibilities

- Supervise daily operations of the Accounting team to ensure accuracy, compliance, and adherence to internal controls across all divisions.
- Oversee month-end and year-end close processes, ensuring timely preparation of accurate financial statements and reports.
- Manage internal and external financial reporting deliverables, including the Annual Comprehensive Financial Report (ACFR), Single Audit, State Controller's Office (SCO) filings, National Transit Database (NTD), FHWA reports, and quarterly grant billings.
- Review and approve disbursements for proper coding, authorization, and budget alignment.
- Analyze financial data, monitor budget-to-actual variances, and produce relevant reports and forecasts.
- Maintain and manage the District's chart of accounts; recommend and implement improvements to accounting systems and financial controls.
- Monitor and safeguard District cash flows, bank accounts, and investments; ensure compliance with internal cash handling policies.
- Lead audits of accounting processes (e.g., A/P, A/R, revenue, capital assets) to verify accuracy and completeness.
- Oversee fare and toll revenue collection processes and ensure alignment with contract provisions and revenue policies.
- Serve as a key liaison with internal departments and external agencies on accounting and fiscal matters.
- Support and develop Accounting staff through training, mentorship, and performance management.
- Ensure grant accounting compliance, including managing reimbursements, billings, expenditures, and regulatory reporting for federal, state, and local grants.
- Promote and enforce safe work practices in accordance with District safety policies.



- Perform other duties as assigned.
- Maintain regular, dependable attendance and a high standard of performance.

Required Knowledge, Skills and Abilities

Working knowledge of:

- GAAP, GASB, Uniform Guidance, Government Auditing Standards (GAS), and relevant California public sector regulations.
- Transit agency and governmental reporting requirements (e.g., NTD, SCO, FHWA).
- Labor laws, MOUs, and District policies.
- Occupational safety rules and safe work practices.

Ability to:

- Interpret complex regulations, contracts, and financial standards and assess their operational impact.
- Lead and execute complex accounting and audit tasks independently.
- Design, implement, and enhance accounting procedures and internal controls.
- Communicate effectively with both financial and non-financial stakeholders.
- Prioritize and manage multiple projects to meet strict deadlines.
- Mentor and develop staff to support career growth and team excellence.

Minimum Qualifications

Education and/or Experience:

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

- A Bachelor's degree with major course work in accounting, finance, business administration or related field. 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 eight (8) years' recent full-time position related experience in accounting reflecting advanced complexity, preferably in a public transportation or public sector agency.
- Minimum of four (4) years supervisory experience in accounting.
- A Certified Public Accounting license is preferred

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.