JOB TITLE:	ACCOUNTING SPECIALIST	DIVISION:	DISTRICT - ACCOUNTING
REPORTS TO:	ACCOUNTING MANAGER	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	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 general supervision, performs difficult and varied accounting clerical work in support of either accounts receivable or accounts payable activities; compiles, reconciles and verifies general financial and statistical data; performs related work as required. Employees in this class typically function either in Accounts Payable or in Accounts Receivable. In either assignment, established policies, methods and procedures are followed when processing and maintaining financial data and records, although employees must exercise judgment in resolving job-related problems within these parameters.

Essential Responsibilities

A. General
   • Responsible for general office procedures, such as opening/distributing the daily mail, answering telephone calls, creation of memos and business letters, copying/scanning documents, and maintaining office supplies
   • Files accounting documents, such as accounts payable vouchers, contracts, remittance advices, and correspondence
   • Researches and compiles informational materials as assigned; prepares periodic and special reports as assigned
   • Supports archiving activities, including record retention program, including maintenance/communication of retention items, copying/scanning documents, boxing and storage of documents, disposal of documents beyond retention period, retrieval of filed documents for interested parties
   • Organizes and maintains accounting filing system (physical, computerized or other)
   • Updates and maintains department reports and records such as leases, utilities and W-9s
   • Participates and/or assists in internal/external audits
   • 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

B. Accounts Receivable
- Processes invoicing and billings on behalf of all divisions (Bridge, Bus, Ferry, Rail and District)
- Prepares billings promptly and in accordance with contractual requirements. Ensures that proper account coding categories are applied
- Posts cash received by the Accounting Department. Ensures promptness and accuracy in account coding
- Recaps credit card sales and researches/resolves any chargebacks or discrepancies. Issues credits as necessary
- Assists in producing reports for various revenue-generating activities, such as the District's on-line web sales, Translink and FasTrak. Researches/resolves any discrepancies. Produces analytical reports as assigned
- Performs assigned collection activities; follows through promptly and professionally to resolve customer inquiries and billing/payment discrepancies
- Compiles/prepares information to support the Accounting Department's month-end processes
- Prepares reports on Accounts Receivable activity, including aging statistics and sales outstanding reports

C. Accounts Payable
- Processes invoices on behalf of all divisions (Bridge, Bus, Ferry, Rail and District)
- Processes invoices promptly and in accordance with vendor terms and District payment guidelines
- Ensures propriety of payment amount, account coding and payment authorization. Applies appropriate adjustments to invoices, including assessment of sales and use tax and vendor discount terms
- Researches invoice discrepancies and performs follow-up with both internal management and external vendors to achieve prompt and efficient resolution
- Processes other payment expenditures, such as refunds and check requests. Audits for accuracy and propriety
- Produces checks/EDI advices for payment, verifying that related documents are accurate prior to release
- Prepares various California tax returns
- Compiles tax exemption certificates; prepares Federal 1099 tax returns
- Analyzes vendor statements; pursues/resolves missing invoices and credits
- Prepares reports relating to payment activities as required
- Compiles/prepares information to support the Accounting Department's month-end processes

Required Knowledge, Skills and Abilities

Working knowledge of:
- Accounting concepts and practices
- Standard office practices and procedures, including filing and the operation of office equipment
- Designated software system utilized by the Accounting Department

- Proficiency with windows based accounting systems, MS Word and Excel
- Financial and statistical record keeping activities
- Correct English usage, including spelling, grammar and punctuation

Ability to:
- Work independently and make sound decisions within established guidelines
- Understand and apply oral and written directions
- Demonstrate being detail-oriented, accuracy, organization and time management skills
- Demonstrate oral and written communication skills
- Demonstrate customer service skills to both internal and external contacts
- Demonstrate commitment to meeting critical deadlines
- Use tact and discretion in establishing and maintaining cooperative, effective, productive working relationships

Minimum Qualifications

Education and/or Experience:
A combination of college level training and position related experience equivalent to:
- One year college course work in accounting desirable
- Two years' progressively responsible book keeping or financial record keeping experience which includes one year of accounts payable/receivable and account reconciliation

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.