



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, the **Accounting Specialist** supports the full cycle of accounts payable and accounts receivable functions. This role is responsible for processing payments and invoices, recording revenue, reconciling financial data, and maintaining accurate financial records in accordance with established policies and procedures. The position plays a key role in financial reporting, audits, tax filings, and grant-related documentation.

Essential Responsibilities

- Process vendor payments and expense disbursements accurately and in compliance with District policies and vendor terms.
- Prepare and issue customer invoices in accordance with contract terms and ad hoc requirements.
- Record and reconcile revenues from sources such as Clipper and FasTrak, ensuring accuracy and completeness.
- Investigate and resolve discrepancies in A/P and A/R transactions, including billing, collections, and customer inquiries.
- Maintain organized and secure financial documentation, including contracts, remittances, and legal records, in compliance with record retention policies.
- Prepare standard and ad hoc financial reports (e.g., aging reports, balance sheets, income statements).
- Maintain accurate and up-to-date records for leases, utilities, W-9s, and tax documents.
- Support internal and external audits by providing necessary records and documentation.
- Assist with capital asset inventory and grant reporting, including drawdowns and related compliance requirements.
- Prepare and file various tax forms and exemption certificates (e.g., 1099s, fuel tax filings).
- Support the month-end close process by compiling and reconciling financial data.
- Adhere to all safety protocols and perform other duties as assigned.
- Maintain consistent attendance and high-performance standards.



Required Knowledge, Skills and Abilities

Working knowledge of:

- Generally Accepted Accounting Principles (GAAP).
- A/P, A/R, and grant accounting practices.
- Financial reporting and recordkeeping standards.

Ability to:

- Strong attention to detail, organization, and time management.
- Ability to work independently while collaborating effectively with team members.
- Excellent communication skills, both written and verbal.
- Customer service-oriented approach to both internal and external stakeholders.
- Ability to manage multiple deadlines and prioritize tasks effectively.
- Maintain confidentiality and discretion when handling sensitive financial information.

Minimum Qualifications

Education and/or Experience:

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

- Associate degree in Accounting, Business 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.
- Three (3) years' experience in accounts payable, accounts 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