



POSITION: ACCOUNTING MANAGER (PS101570)

LOCATION: San Francisco, CA

SALARY RANGE: \$102,252.80 - \$123,593.60/annual plus benefits (40-hour work week)
Employee pays 7% of salary/wage toward CalPERS retirement plan

OPENINGS: 1 Vacancy and to Create an Eligibility List

OPEN TO: All Eligible Applicants

POSTING DATE: September 24, 2021

CLOSING DATE: October 18, 2021

Position Summary

Under general direction of the Director of Accounting, the Accounting Manager supervises the Accounting team who are charged with maintaining accounting and financial records; establishes and adheres to accounting procedures while making recommendations for system revisions to improve financial controls. This position is responsible for accurate and timely financial reporting – both internally & externally, making regular contact with other departmental and division personnel to problem solve, working with representatives of other agencies on fiscal and accounting matters; checking, preparing, and reviewing detailed and complex financial accounting transactions, records, reports and financial statements; overseeing external deliverables such as NTD, SCO, ACFR, Single Audit et al; managing the monthly and year end close process; having an expert grasp of all business cycles such as AP, AR, Capital Assets, Grants, etc. Responsibilities also include the analysis and evaluation of complex financial data and other assignments as required.

Essential Responsibilities

- Supervises Accounting Team in maintaining an accurate and complete set of accounts & records for all Divisions of the District. It also includes, but is not limited to: overseeing and safeguarding cash receipts and cash disbursement transactions, toll & ticket revenue management and enforcing internal controls.
- Assigns and reviews work of employees and establishes procedures to accomplish their tasks and meet long-term objectives in concert with Management.
- Determines reasons for variances of actual expenditures and revenues to budget.
- Reviews disbursements for proper account distribution, approvals, allowability and budget authorization.

- Directs the monthly & yearly close, which includes the production of financial statements.
- Manages the chart of accounts and makes suggestions for revision to current systems to improve financial controls.
- Maintains running balances of District bank accounts and prepares forecasts to ensure cash flow needs are met; safeguards District cash & investments against unauthorized transactions & access.
- Audits accounting business cycles – i.e. cash disbursements, cash receipts, capital assets, etc. – to ensure accuracy, completeness, cut-off and timeliness.
- Oversees revenue collection processes related to bus, ferry & toll services.
- Reads contracts to ensure payments are made in accordance with contract provisions, while also ensuring compliance with the contracts.
- Confers with Division Managers, their assistants and other employees regarding fiscal or accounting problems.
- Integral participant in all internal & external accounting deliverables, including, but not limited to: Single Audit, ACFR, NTD reporting, FHWA reporting, SCO reporting, biannual capital asset inventory counts, quarterly grant billings, etc.
- Ensures employees under his/her/they supervision follow established safe work practices and obey all safety rules.
- Manages federal, state and local grant allocations & revenues, expenditures, reimbursements, billings reporting and asset management; including adherence to financial and regulatory compliance requirements.
- Develop team members for successful career development and increased knowledge, skills and expertise.
- Performs other duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:

- GAAP, GASB, GAS, Uniform Guidance, California State Law and other authoritative accounting standards.
- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Occupational health and safety rules and working practices applicable to this position

Ability to:

- Interpret and analyze complex rules, regulations and laws governing fiscal and accounting functions
- Independently carry out difficult and complex accounting and auditing work
- Develop, install and maintain new and revised accounting procedures
- Communicate effectively orally and in writing
- Organize and prioritize work to meet critical deadlines

Minimum Qualifications**Education and/or Experience:****A combination of college level training and position related experience equivalent to:**

- Four year 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)
- Five years' recent full-time position related experience in accounting or a related field
- Three years' supervisory experience
- Experience in public agency, governmental or non-profit accounting desirable

Required License:

- CPA license is preferred
- Desirable to possess and maintain a current, valid California driver's license and satisfactory driving record - position occasionally travels to other District offices and to meetings using District vehicles

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

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam-filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- 1. Employment Application**
- 2. Cover Letter** *demonstrating applicable work experience*
- 3. Resume** *demonstrating applicable work experience*

THE SELECTION PROCESS FOR THIS POSITION may include:

- Education, Training and Experience Assessment
- Skills Testing
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

(*) The District will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4535 (Human Resources).

Revised 02/15/2019

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Human Resources Administration
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