



JOB TITLE:	ASSOCIATE ACCOUNTANT	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 **Associate Accountant** is responsible for overseeing the District's accounts receivable and accounts payable functions, including the preparation of invoices and the processing of payments to third-party vendors. This position plays a key role in maintaining the integrity of financial data by performing monthly reconciliations of revenue streams and expense classifications.

Additional duties include reviewing and reconciling balance sheet accounts, maintaining capital asset inventories, preparing and filing federal, state, and local tax documents, managing grant billings, and assisting with the preparation of financial statements and compliance audits. Aiding the Payroll Department, if warranted, is also expected.

The ideal candidate will possess a strong understanding of financial operations, internal controls, and regulatory compliance, ensuring that all transactions are recorded accurately and in alignment with organizational policies and applicable laws.

ESSENTIAL RESPONSIBILITIES

- Manage accounts payable and receivable functions, ensuring timely and accurate processing in compliance with District policies and contracts.
- Prepare and issue invoices, process payments, and reconcile revenue streams including Clipper and FasTrak.
- Investigate and resolve discrepancies in financial records, including P-card transactions and aging reports.
- Maintain and reconcile general ledger accounts; prepare journal entries and monthly financial reports.
- Support grant reimbursement and drawdown processes across federal, state, and local programs.
- Prepare and file required tax documents (e.g., 1099s, fuel tax reports).
- Assist with audits by compiling documentation and supporting audit activities.
- Maintain capital asset records and assist with biennial inventory.
- Ensure compliance with financial documentation, record retention, and accounting standards.



- Provide backup payroll processing support as needed.
- Adhere to District safety policies and perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of:

- Generally Accepted Accounting Procedures (GAAP).
- Best practices related to accounts payable, accounts receivable & grant principles and District policies & procedures governing the business cycles.
- Financial and statistical record-keeping activities.

Ability to:

- High attention to detail, accuracy, and organization.
- Ability to manage multiple priorities and meet deadlines.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficient in financial software and Microsoft Office Suite.

MINIMUM QUALIFICATIONS

Education and/or Experience:

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

- A Bachelor's degree in Accounting, Business, or any 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.
- Has five (5) years of experience in accounts payable/receivable processing and revenue/expense account reconciliation.
- Experience in a lead role in accounts payable & accounts receivable is desirable.
- Payroll certification is a plus (i.e. CPP, FPC, etc.).

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.