

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

January 23, 2019

**TITLE:** Accountant II (Financial Reporting & General Ledger)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** 4:30 PM on Friday, February 15, 2019  
**PAY RANGE:** \$1,413 - \$2,120 per week (\$73,494 – \$110,241 estimated annual)  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Full-Time

**JOB SUMMARY:** The Accountant reports to a Senior Accountant and performs a variety of accounting activities in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB) for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Review, analyze, and reconcile revenue, expenses, accounts receivable, accounts payable, deferred revenue, and member agency contribution accounts.
- Compile, interpret and analyze accounting data such as budget, encumbrances and expenses.
- Review accounting documents to ensure accuracy of information and calculations. Make necessary correcting entries.
- Analyze accounting variances, trends, exceptions and discrepancies.
- Process and analyze accounting data in an electronic Enterprise Resource Planning database (ERP).
- Prepare financial statements, bank reconciliations, and reports.

## **EXAMPLES OF DUTIES:**

- Review and analyze transactions for completeness, accuracy and proper coding.
- Maintain system sub ledgers; prepare journal entries.
- Analyze project costs, grant expenditures, and fixed asset accounting. Add, delete, and adjust fixed asset information.
- Prepare journal entries and reconciliation of general ledger to subsidiary ledgers.
- Assist in preparing documentation for annual audits and year-end financial reporting.
- Answer accounting questions, and resolve issues for internal and external customers.
- Assist in preparing the Comprehensive Annual Financial Reports (CAFRs).
- Prepare the State Controller's Report and National Transit Database Reports.
- Input payment vouchers, cost reports and other documents into the ERP.
- Review documentation for proper authorization and conformance with agreements, contracts and local, state or federal regulations.
- Process expense reports, invoices, progress payments and other requests for payments.
- Process the weekly pay cycle and provide weekly accounts payable cash estimates.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Work under the supervision of the Senior Accountant, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in accounting, finance or related field.
- Three years of full-time accounting or related experience.

**OTHER REQUIREMENTS:**

- Experience in the public sector is desirable.
- Experience with general ledger is desirable
- Must have experience with ERP databases; PeopleSoft experience is desirable.
- Must be proficient in Microsoft Office Suite.
- Must be able to communicate effectively, orally and in writing.

**SELECTION PROCESS MAY INCLUDE:**

Applications will be screened for completeness and minimum qualifications.

Written and/or skills assessment examination.

Finalists will be interviewed by a screening and selection panel.

Background investigation.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays: Seven paid holidays, plus up to five floating holidays per year

Time Off: Paid Time Off: up to 26 days per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Public Employees Retirement Systems (CalPERS) and Social Security

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply 24 hours a day through our online application system at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html) or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.  
SamTrans is an Equal Opportunity Employer.