

June 30, 2021

TITLE: Accountant II (Financial Reporting & General Ledger)
EMPLOYMENT TYPE: Exempt (Full -Time)
DIVISION: Finance
PAY RANGE: \$1,413 - \$2,120 per week (\$73,494 – \$110,241 estimated annual)
APPLICATION DEADLINE: **Friday, July 23, 2021**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Accountant II 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), the San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Powers Authority (ELJPA).

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 capital asset information.
- Prepare journal entries and reconciliation of general ledger to subsidiary ledgers.
- Prepare documentation for annual audits and year-end financial reporting.
- Answer accounting questions, and resolve issues for internal and external customers.
- Assist in preparing the Annual 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.

PREFERRED QUALIFICATIONS:

- Experience in the public sector is desirable.
- Experience with general ledger is desirable
- Experience with ERP databases; PeopleSoft experience is desirable.
- Proficient in Microsoft Office Suite.
- Ability to communicate effectively, orally and in writing.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

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

Paid Time Off: Up to 26 days (PTO) per year

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

Transportation: Free Bus Transportation for employees and qualified dependents

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

- 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:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on Friday, July 23, 2021. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.