

May 23, 2022

**TITLE:** Financial Reporting Accountant  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Finance  
**PAY RANGE:** \$ 1,729.79 - \$ 2,594.69 weekly (\$89,949 - \$134,924 estimated annual)  
**APPLICATION DEADLINE:** **Friday, June 10, 2022**  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Hybrid work schedule

**GENERAL DESCRIPTION:**

The Financial Reporting Accountant reports to Accountant III 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 financial transactions by fund, account and project, and decide if transactions are properly recorded.
- Prepare monthly financial statements, bank reconciliations, and reports.
- Understand current GASB pronouncements and assist in implementing new GASB pronouncements.
- Assist Accountant III to prepare financial statements and footnote disclosures for Annual Comprehensive Financial Reports.
- Lead and provide technical guidance to other Accountants.

**EXAMPLES OF DUTIES:**

- Review and analyze financial transactions for completeness, accuracy and proper coding.
- Oversee capital assets accounting process.
- 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 (ACFRs).
- Assist in implementing new GASB pronouncements.
- Prepare the State Controller's Report and National Transit Database Reports.
- 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 closely related field.
- Three (3) years of full-time accounting or related experience.

**PREFERRED QUALIFICATIONS:**

- Experience with general ledger is desirable.
- Must have financial reporting experience.
- Experience in the public sector is desirable.
- Experience with new GASB implementation 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:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, 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 21 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.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). Complete an online employment application by 11:59 pm on Friday, June 10, 2022. 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 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- 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.