

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

August 30, 2022

TITLE: Billing Revenue Analyst
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Finance (Treasury)
PAY RANGE: \$ 31.93 - \$ 48.76 per hour (\$66,432 - \$101,441 estimated annual)
APPLICATION DEADLINE: **Continuous Recruitment (Open until filled)**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION: The Billing Revenue Analyst will report to the Manager, Revenue and is responsible for accounts receivable, billing, collections, general ledger journal entries, and reconciliations in accordance with Generally Accepted Accounting Principles (GAAP) for all business units: San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Prepare billing invoices and revenue recognition for all business units.
- Provide accurate billing for Shuttle program. Rail track maintenance and ParaTransit services. In addition to consignee and residential pass and parking sales and pilot programs as requested.
- Manage consumer price index adjustments for rentals and customer data review and updates for all lease increases.
- Liaison and resolve all billing problems with internal business partners and external customers.
- Review, analyze, and reconcile billing revenue accounts with the general ledge and resolve all discrepancies and variances.
- Prepare monthly reconciliations for receivable accounts.
- Prepare year-end adjustment and audit request for billing samples.

EXAMPLES OF DUTIES:

- Analyze, record, bill and journalize all revenue products.
- Prepare and enter journal entries for month-end and year-end closing.
- Process Ticket Vending Machine (TVM) credit card refunds.
- Liaison with Real Estate department on aged receivables.
- Prepare and send out dunning letters to customer for all business units and follow up on delinquent accounts and make recommendations.
- 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: Works under the supervision of the Manager, Revenue who directs work, 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:

- Associate's degree in Accounting, Business or a related field.
- Three (3) years' full time related experience in revenue operations.
- Three (3) years' full time accounting experience working with computerized accounting systems.

PREFERRED QUALIFICATIONS:

- Effective organizational skills with the ability to prioritize tasks and various deadlines.
- Proficiency in Microsoft Office Suite program.
- Experience with Enterprise Resource Planning (ERP) databases (e.g. PeopleSoft).
- Effective written and oral communications skills.

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.samtrans.com/about-samtrans/jobs>

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. This is a continuous recruitment until filled. Complete an online employment application. 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.
- 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.