

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>
Employment Hotline 650-508-6308

December 30, 2022

TITLE: Accountant II
EMPLOYMENT TYPE: Exempt (Full time)
DIVISION: Finance
APPLICATION DEADLINE: **Sunday, January 29, 2023**
PAY RANGE: **\$1,563.58 - \$2345.38 weekly (\$81,306– \$ 121,960 estimated annual)**
WORK LOCATION: San Carlos, CA

GENERAL: 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), 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 grant 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 subsidiary ledgers; prepare journal entries and monthly reconciliations to the general ledger.
- Analyze project costs, grant expenditures, and capital asset activities. Add, delete, and adjust capital asset information.
- Prepare grants billing and monthly/quarterly/annual grant reporting and grant reconciliation.
- Prepare monthly financial reports to the Boards of Directors
- Process weekly accounts payable transactions and provide weekly accounts payable cash estimates.
- Prepare documentation for annual audits and year-end financial reporting.
- Answer accounting questions and resolve issues for internal and external customers.
- Assist in preparing Annual Comprehensive Financial Reports (ACFRs)
- Prepare the State Controller's Report and National Transit Database Reports.
- Review documentation for proper authorization and conformance with agreements, contracts and local, state, or federal regulations.
- Perform all job duties and responsibilities in a safe manner to protect oneself, 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.
- Two years of full-time accounting or related experience.
- Experience with ERP system; PeopleSoft experience is desirable.
- Proficient in Microsoft Office Suite, specifically Intermediary Excel.

PREFERRED QUALIFICATIONS:

- Experience in the public sector is desirable.
- Experience with general ledger is desirable
- Able to communicate effectively, orally and in writing.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

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

- Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
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: 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 <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, January 29, 2023. 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.