

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

January 6, 2023

**TITLE:** Manager, Grants & Capital Accounting  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Finance (Grants & Capital Accounting)  
**APPLICATION DEADLINE:** Sunday, January 29, 2023  
**PAY RANGE:** \$2,342.00 - \$3,513.00 weekly (\$121,792 - \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Manager, Grants and Capital Accounting reports to the Director, Accounting and is responsible for managing the accounting, billing, and reporting of capital project and grant-related transactions for the San Mateo County Transit District (District), Peninsula Corridor Joint Powers Board (Caltrain), and San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manage accounting and financial reporting for grants and re-collectible projects.
- Manage grant billings/claims to federal, state and regional agencies.
- Manage external grant related financial and governmental/grant audits, including Annual Comprehensive Financial Reports and Single Audit Reports.
- Review and submit various external reports as they relate to grant projects.
- Manage compliance with grant regulations and restrictions of the federal, state, and local granting agencies.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Manage the preparation of financial reports and claims to federal, state and regional agencies.
- Monitor grant expenditures in accordance with contract documents to assure accuracy of grant billings and grant requirements.
- Oversee accounting for grants and re-collectible projects.
- Review and submit various external reports such as the Federal Financial Reports (FFR), the State Controller's Report and National Transit Database Reports (NTD) as it relates to capital projects.
- Maintain records and audit reports on grants, and capital projects.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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 general supervision of the Director, Accounting, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in accounting or a related field.
- Five (5) years of full-time accounting, auditing, or financial experience.
- Two (2) years of supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Experience with enterprise accounting and GAAP.
- Proficient with Microsoft Excel.
- Experience with ERP databases; PeopleSoft experience is desirable.
- Effective communications skills, orally and in writing.
- Professional certification such as CPA, CPFO (Certified Public Finance Officer) or equivalent is desirable.

**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) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**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 [recruitment@samtrans.com](mailto:recruitment@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.