

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

April 28, 2023

TITLE: Director, Accounting
EMPLOYMENT TYPE: Exempt
DIVISION: Finance
APPLICATION DEADLINE: Sunday, May 21, 2023
PAY RANGE: \$3,171.00 - \$4,757.00 weekly (\$164,907 - \$247,361 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director of Accounting reports to the Chief Financial Officer (CFO) and is responsible for Financial Reporting and General Ledger, Grants and Capital Accounting, Payroll, and Accounts Payable functions for the San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), San Mateo County Transportation Authority (TA), and San Mateo County Express Lane JPA (SMCELJPA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct General Ledger and Accounts Payable (A/P) transactions and reporting.
- Direct the audit process and the production and publication of the Annual Comprehensive Financial Reports (ACFR) and any other special financial reporting for all four business units.
- Direct grants accounting, capital assets accounting, investment and debt accounting.
- Direct all Payroll transactions.
- Direct the development and implementation of processes for accounts payable, operating and capital expense recording, internal and external financial reporting, and the distribution of financial information.
- Work with the Treasury department in the development and implementation of financing mechanisms, investment of funds, bonds, and notes proceeds.
- Work with the Budgets department in the development and implementation of the annual budgets to achieve reasonable consistency in the reporting of financial data from both financial models.
- Work with Contracts & Procurement department to procure accounting & auditing related contract services.
- Work with Financial Planning & Analysis, Risk Management, and Fare/Program Operations in the development of operating forecasts and financial analysis.
- Supervise staff; hire, mentor, and take appropriate corrective and/or disciplinary action; coordinate staff training, establish performance objectives; and monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Oversee the month-end and year-end closes of financial transactions.
- Direct production of financial statements and other information for internal and external purposes, including: the audit documents, the Annual Comprehensive Financial Reports (ACFRs), monthly financial statements, and external reporting of the National Transit Database (NTD) and the state required Financial Transaction Reports for SamTrans, PCJPB (Caltrain), TA, and SMCELJPA.
- Oversee disbursements through Payroll and Accounts Payable.
- Oversee the accounting for the agencies' capital assets.
- Oversee the accounting for investments, debt, and grants.
- Develop and manage administrative and accounting policies, services, structures, controls, and reporting systems.
- Evaluate job performance 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 CFO 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, economics, finance or related field.
- Seven (7) years' of progressively responsible experience in accounting, auditing, or finance.
- Three (3) years' full time management experience in governmental accounting or enterprise accounting.

PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA) is desirable.
- Experience utilizing Generally Accepted Accounting Principles and implementing complicated GASB Standards.

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"> • 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, May 21,2023 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.
- 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.