

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

September 29, 2023

**TITLE:** Accounting Specialist  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** Sunday, October 29, 2023  
**PAY RANGE:** \$26.09 - \$42.86 hourly (\$54,279 - \$89,167 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Accounting Specialist is responsible for accounts payable, billing, general ledger journal entries, and reconciliations for the San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Keep accounting records regarding RediWheels and token sales, billing/accounts receivable collections, revenue recognition accounting, Consumer Price Index adjustments, and customer data.
- Reconcile general ledger accounts.
- Responsible for cash collection and lockbox processing.
- Research and resolve problems with external customers.

**EXAMPLES OF DUTIES:**

- Analyze, record, and report SamTrans farebox revenue.
- Prepare and enter journal entries for month-end and year-end closing.
- Prepare and reconcile financial reports such as pass sales and ticket by mail.
- Process TVM credit card refunds.
- Process and reconcile cash collection and lockbox transactions.
- 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 Manager, Revenue Management 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:

- Associates degree in Accounting, Business or a related field; can substitute up to two years of full-time experience
- Three (3) years full-time accounting experience working with computerized accounting systems.

### **PREFERRED QUALIFICATIONS:**

- Proficiency in the Microsoft Office suite
- Experience with Microsoft Access
- Experience with ERP databases (e.g., PeopleSoft)
- Effective communications, 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 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
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, October 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.