

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

**December 22, 2023**

**TITLE:** Manager, Financial Reporting  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** Sunday, January 14, 2024  
**PAY RANGE:** \$2,591.13 - \$3,886.69 weekly (\$134,739 - \$202,108 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Manager, Financial Reporting and General Ledger is responsible for managing General Ledger and Capital Assets transactions and for the production and publication of financial reporting for the San Mateo County Transit District (District), the Peninsula Corridor Joint Powers Board (Caltrain), the San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Powers Authority (ELJPA).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Oversee the Financial Reporting and General Leger functions.
- Review and evaluate accounting procedures, make recommendations for accounting policies and procedures to ensure compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Federal Transit Administration, and other laws and regulations.
- Responsible for processing all month-end and annual closes.
- Oversee the preparation of monthly quarterly, and annual financial statements and related reports to the Board of Directors for all four agencies, and various external reports such as State Controllers and National Transit Database.
- Plan, organize, and perform assessments to ensure strong accounting internal controls and are functioning effectively and efficiently.
- Manage all local, state, and federal governmental audits including the preparation of Annual Comprehensive Financial Reports (ACFR) and Single Audit Reports.
- Responsible for the accounting of District-wide capital assets

**EXAMPLES OF DUTIES:**

- Research, interpret, implement, and enforce GASB standards and pronouncements.
- Responsible for the reporting of capital assets.
- Ensure compliance with local, state, federal accounting rules and regulations.
- Oversee the production of monthly quarterly, and year-end financial statements and reports.
- Work collaboratively with other departments.
- Work with auditors and implement recommended changes in policy and procedures.
- Responsible for the annual production of the Annual Comprehensive Financial Reports (ACFRs) for all four business units.
- Review and ensure the timely submission of the GFOA award application for each of the business units.
- Perform all job duties and responsibilities in a safe manner. Promote safety awareness and follow safety procedures.
- Train and evaluate job performance of staff which also includes the professional development 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 progressively responsible experience in accounting, auditing or financial management experience.
- Three (3) years of experience managing or directly supervising staff.

**PREFERRED QUALIFICATIONS:**

- Professional certifications such as CPA, CPFO (Certified Public Finance Officer) are desirable.
- Public sector accounting experience, including governmental (fund) and grant accounting, is desirable.
- Able to communicate effectively both orally and in writing.
- Experience with Enterprise Resource Planning (ERP) system.
- Proficient with Microsoft Office Suite.

**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
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, January 14, 2024**. 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).

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- 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.