

# **JOB OPENING ANNOUNCEMENT**

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

Employment Hotline 650-508-6308

**January 5, 2024**

**TITLE:** Accountant II  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** **Sunday, February 4, 2024**  
**PAY RANGE:** **\$1,563.58 - \$2,345.38 weekly (\$81,306 - \$121,960 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Accountant II performs a wide 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/or San Mateo County Express Lanes Joint Powers Authority (ELJPA).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Prepare monthly, quarterly, and annual financial statements and reports.
- Review, analyze, and reconcile revenue, expenses, accounts receivable, accounts payable, deferred revenue, and member agency 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 Enterprise Resource Planning database (ERP).
- Assist with the preparation of the annual comprehensive financial report.

**EXAMPLES OF DUTIES:**

- Review and analyze transactions for proper coding, accuracy, and completeness.
- Maintain general ledger, sub ledgers;
- Prepare, review, approve, and process journal entries.
- Analyze project costs, grant expenditures, and fixed asset accounting. Add, delete, and adjust fixed asset information.
- Prepare documentation for audits annually or an as-needed basis.
- Prepare journal entries and reconciliation of general ledger to subsidiary ledgers.
- Assist in completing and compiling the documentation for annual audits and year-end financial reporting.
- Provide customer service and resolve issues for internal and external customers.
- Prepare the State Controller's Report and National Transit Database Reports.
- Input payment vouchers, cost reports, and other documents in the financial system.
- Review documentation for proper authorization and conformance with agreements, contracts and local, state, and/or federal regulations.
- Process expense reports, invoices, progress payments and other requests for payments.
- Process the weekly pay cycle and provide weekly accounts payable cash estimates.
- 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 Senior Accountant/Manager, 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, finance or related field.
- Three years of full-time accounting or related experience.

**PREFERRED QUALIFICATIONS:**

- Experience in Public Sector is desirable
- Experience with preparing financial statements and reports
- Experience with ERP databases; PeopleSoft experience is desirable.
- Proficiency in Microsoft Office Suite.
- Ability 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
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, February 4, 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).
- 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.