

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

February 16, 2024

TITLE: Billing Manager
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Finance
APPLICATION DEADLINE: Sunday, March 10, 2024
PAY RANGE: \$2,342.15 - \$3,513.23 weekly (\$121,792- \$ 182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Billing Manager reports to the Director, Accounting, and is responsible for billing, revenue and expense reconciliations, and managing the accounting and billing operations for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage and supervise billing process, monthly/quarterly/annual reporting and reconciliations, including the preparation and review of the general ledger account analysis, account and fund reconciliations, and review and approve journal entries.
- Manage preparation and tracking of billings and reimbursement submissions to Federal, State , and Regional/Local agencies.
- Manage compliance with grant regulations and restrictions of Federal, State, and Regional/Local granting agencies.
- Review and evaluate billing and accounting procedures, make adjustments to billing and reporting processes to ensure compliance with GAAP, Governmental Accounting Standards Board, the Federal Transit Administration, as well as other laws and regulations.
- Act as a liaison between Finance and other departments, organizations, and agencies. Research and respond to requests/questions from regulatory agencies, partner agencies, and external auditors..
- Prepare audit schedules and have lead responsibility for responding to audit requests and addressing any issues/findings related to billings.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action when needed. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate training and professional development of staff. Establish performance objectives while monitoring and evaluating employee performance.

EXAMPLES OF DUTIES:

- Ensure monthly/quarterly/annual reports are submitted timely and accurately. Reports include but are not limited to weekly capital billing status updates, weekly cash flow analysis, monthly financial statements, monthly status updates for selected capital projects, monthly board reports, quarterly federal financial reports, annual Comprehensive Annual Financial Reports, annual National Transit Database reports, annual State Controller's reports, and any compliance reports as needed.
- Prepare and submit monthly/quarterly/annual reimbursement claims to funding agencies with proper documentation and required forms for expense reimbursement in accordance with the terms of grant agreements.
- Ensure audits are completed on a timely basis and respond to audit requests, questions, and findings.
- Ensure transactions are processed in compliance with GAAP, Governmental Accounting Standards Board as well as other laws and applicable regulations.

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

- Communicate with internal and external stakeholders to resolve any accounting issues.
- Update department process and procedures manual while continuously identifying areas where procedures can be improved.
- 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, finance, or related field
- Five (5) years of full-time progressive experience in accounting, auditing, or billing.
- Two (2) years of full-time management experience.

PREFERRED QUALIFICATIONS:

- Master's degree in Accounting, Business, Finance, or related field
- Accounting experience in a governmental organization.
- Experience with billing and reimbursements.
- Experience with an Enterprise Resource Planning system such as Peoplesoft
- Proficiency in the use of Microsoft Office Suite.
- Effective oral and written communication skills.

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"> • 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, March 10, 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 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.