

January 17, 2020

**TITLE:** Accountant III (Finance)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** **Friday, February 7, 2020**  
**PAY RANGE:** \$1,729 - \$2,594 per week (\$89,949 - \$134,924 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**JOB SUMMARY:** The Accountant III reports to the Manager, Financial Reporting and General Ledger and is responsible for performing and reviewing financial reporting activities in accordance with Generally Accepted Accounting Principles (GAAP). These activities will be performed for the San Mateo County Transit District (SamTrans), 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 month-end and year-end close including reviewing of general ledger account analysis, reconciliations, and review and approve journal entries.
- Review and verify reliability and integrity of financial data and accounting software systems.
- Review and evaluate accounting procedures, make recommendations for accounting systems and processes to ensure compliance with GAAP, Governmental Accounting Standards Board, Federal Transit Administration, and other laws and regulations.
- Act as a liaison between finance and other departments, organizations, and agencies. Respond to complex accounting questions and complaints as well as researching and responding to audit questions.
- Prepare audit schedules and have lead responsibility for audit requests and findings.
- Prepare Comprehensive Annual Financial Reports (CAFRs)
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Ensure monthly/quarterly/annual reports are submitted timely and accurately. Reports include but are not limited to monthly financial statements, monthly board 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 claims to granting agencies with proper documentation and required forms completed for expense reimbursement. Ensure the submittals are in accordance with the terms of the agreement.
- Ensure audits are completed on a timely basis and respond to audit request, questions and findings.
- Perform capital project accounting, and manage and coordinate fixed asset physical inventories and investigate all exceptions.
- Communicate with internal and external stakeholders to resolve complex accounting issues, answer questions, resolve problems, and address complaints.
- Interpret rules and regulations of other government agencies that affect the District's accounting process.

- Update department 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.
- Performs other duties as assigned.

**SUPERVISION:** Works under the general supervision of Manager, Financial Reporting and General Ledger, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. 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 (3) years of full-time accounting experience.
- One (1) year experience supervising staff.

**PREFERRED QUALIFICATIONS:**

- Certified Public Accountant (CPA) license in California.
- Accounting experience in a governmental organization.
- Experience with general ledger, grants, fixed assets, and enterprise fund accounting.
- Experience with ERP databases, PeopleSoft.
- Must have proficiency with Microsoft Office.
- Must possess 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. 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:**

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Insurance:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> <li>• Classic Members – 2% @ 60 benefit, 3 year average of highest compensation</li> <li>• New Members – 2% @ 62 benefit, 3 year average of highest compensation</li> </ul>

**HOW TO APPLY:**

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

- You may call (650)508-6308 to verify that your online or paper application package has been received.

**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 call (650) 508-6288.  
SamTrans is an Equal Opportunity Employer.**