



# Job Description

## FINANCE & ADMINISTRATION DIVISION Staff Accountant

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

### SUMMARY

The Accountant Series in the Finance & Administration Division includes three levels of professional Accountants who process payroll, accounts payable, and accounts receivable, performs account reconciliations, prepares budgets and invoices used in billing federal, state and local agencies, handles cash management functions and assists in preparing supplemental schedules to support financial statements. The Staff Accountant assists in larger complex functions or has full responsibility for less complex functions.

**Reports to:** Controller

**Exemption Status:** Full-Time, Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares bi-weekly payrolls and maintains pay records for staff. Acts as liaison with Human Resources and the external payroll services provider on matters of personnel administration, coordination and maintenance of the payroll-personnel system. Assist in preparation of actuarial studies.
- Processes invoice payments to consultants and Prop K sponsors, requests for conference travel and staff reimbursements, including assignment of expense coding and drafting of payment checks or vouchers.
- Performs bank, cash and accounts reconciliations and provides analysis of available funds as required. Prepare monthly debt related journal entries. Propose adjustment of journals or transfer of entries for revenue or expenditure corrections.
- Assist the development of the annual and supplemental budgets. Monitors project budgets, ensures expenditures remain within budget, and shifts funds within guidelines; notifies managers of fund status and budget variances.
- Prepares less complex grant invoices and supporting documentation in accordance with funding agency agreements; prepares project adjustment for grant billing. Consults with project managers and external agency staff, and obtains and verifies information for the preparation of documents for reimbursement from various federal, state and local agencies. Prepares and submits reimbursement requests, along with required supporting documentation. Monitors outstanding billings and request payments; processes cash receipts.
- Assists in periodic financial reporting activities for divisions and project managers. Assists external auditors and managers in preparing supplemental schedules to support financial statements.



### **SUPERVISORY RESPONSIBILITIES:**

May supervise interns and external consultant teams.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Training and Experience:** Completion of a bachelor's degree in a related field such as accounting, public administration, economics or public finance with concentration in business and one (1) year of experience in public, governmental, or private sector accounting is required. An equivalent combination of education and experience is acceptable.

**Knowledge:** Knowledge and understanding of basic accounting principles, practices, regulations and methods, including basic journal entries and preparation of bank reconciliations, as well as the financial statement reporting process; knowledge of federal, state and local procedures. Proficiency with standard computer spreadsheet, word processing, database management and presentation software.

**Skills and Abilities:** Ability to evaluate general ledger accounts; proficiency with computerized accounting systems, i.e., Microsoft Dynamic AX accounting software, or software of a similar degree of complexity; design and maintain a wide variety of statistical and narrative records and reports utilizing spreadsheet expertise; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Annual Compensation Range: \$59,610 - \$82,264 ..... Adopted December 14, 2018  
Resolution 19-33**