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|-----------------|------------------------|-------------------|-----------------------|
| JOB TITLE:      | ACCOUNTING MANAGER     | DIVISION:         | DISTRICT - ACCOUNTING |
| REPORTS TO:     | DIRECTOR OF ACCOUNTING | EEO CATEGORY:     | 02 – PROFESSIONAL     |
| FLSA:           | EXEMPT                 | SAFETY-SENSITIVE: | NO                    |
| CLASSIFICATION: | NON-REPRESENTED        | LOCATION:         | SAN FRANCISCO         |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction of the Director of Accounting, the Accounting Manager supervises the Accounting team who are charged with maintaining accounting and financial records; establishes and adheres to accounting procedures while making recommendations for system revisions to improve financial controls. This position is responsible for accurate and timely financial reporting – both internally & externally, making regular contact with other departmental and division personnel to problem solve, working with representatives of other agencies on fiscal and accounting matters; checking, preparing, and reviewing detailed and complex financial accounting transactions, records, reports and financial statements; overseeing external deliverables such as NTD, SCO, ACFR, Single Audit et al; managing the monthly and year end close process; having an expert grasp of all business cycles such as AP, AR, Capital Assets, Grants, etc. Responsibilities also include the analysis and evaluation of complex financial data and other assignments as required.

### Essential Responsibilities

- Supervises Accounting Team in maintaining an accurate and complete set of accounts & records for all Divisions of the District. It also includes, but is not limited to: overseeing and safeguarding cash receipts and cash disbursement transactions, toll & ticket revenue management and enforcing internal controls
- Assigns and reviews work of employees and establishes procedures to accomplish their tasks and meet long-term objectives in concert with Management
- Determines reasons for variances of actual expenditures and revenues to budget
- Reviews disbursements for proper account distribution, approvals, allowability and budget authorization.
- Directs the monthly & yearly close, which includes the production of financial statements
- Manages the chart of accounts and makes suggestions for revision to current systems to improve financial controls
- Maintains running balances of District bank accounts and prepares forecasts to ensure cash flow needs are met; safeguards District cash & investments against unauthorized transactions & access
- Audits accounting business cycles – i.e. cash disbursements, cash receipts, capital assets, etc. – to ensure accuracy, completeness, cut-off and timeliness
- Oversees revenue collection processes related to bus, ferry & toll services
- Reads contracts to ensure payments are made in accordance with contract provisions, while also ensuring compliance with the contracts



- Confers with Division Managers, their assistants and other employees regarding fiscal or accounting problems
- Integral participant in all internal & external accounting deliverables, including, but not limited to: Single Audit, ACFR, NTD reporting, FHWA reporting, SCO reporting, biannual capital asset inventory counts, quarterly grant billings, etc.
- Ensures employees under his/her/they supervision follow established safe work practices and obey all safety rules
- Manages federal, state and local grant allocations & revenues, expenditures, reimbursements, billings reporting and asset management; including adherence to financial and regulatory compliance requirements
- Develop team members for successful career development and increased knowledge, skills and expertise
- Performs other duties as assigned
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- GAAP, GASB, GAS, Uniform Guidance, California State Law and other related accounting standards or regulations in the public sector or transportation setting.
- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Occupational health and safety rules and working practices applicable to this position

### Ability to:

- Interpret & analyze complex rules, regulations and laws governing fiscal and accounting functions
- Independently carry out difficult and complex accounting and auditing work
- Develop, install and maintain new and revised accounting procedures
- Communicate effectively orally and in writing
- Organize and prioritize work to meet critical deadlines

## Minimum Qualifications

### **Education and/or Experience:**

#### **A combination of college level training and position related experience equivalent to:**

- A Bachelor's degree with major course work in accounting, finance, business administration or related field. Additional recent qualifying experience may be substituted on a year-for-year basis in lieu of a degree. A written statement detailing additional qualifying experience must be submitted at the time of application.
- At least eight (8) years' recent full-time position related experience in accounting reflecting advanced complexity, preferably in a public transportation or public sector agency.
- Minimum of four (4) years supervisory experience in accounting.
- A Certified Public Accounting license is preferred.



**Physical Requirements:** Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.