



JOB TITLE:	ACCOUNTING SPECIALIST	DIVISION:	DISTRICT - ACCOUNTING
REPORTS TO:	ACCOUNTING MANAGER	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	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 supervision, performs difficult and varied accounting work in support of the Accounting Department, with a focus on the accounts receivable and accounts payable business cycles. This includes, but is not limited to, compiling, reconciling and verifying general financial and statistical data, processing vendor payments, recording revenues & receivables. Established policies, methods and procedures are to be followed when processing, analyzing and maintaining financial data and records.

Essential Responsibilities

- Processes accounts payable and other payment expenditures promptly & timely in accordance with vendor terms and District payment guidelines
- Processes District invoices & billings promptly and in accordance with contractual requirements and ad hoc
- Secure, record & report revenues received for various revenue-generating activities, such as the Clipper, FastTrak, et al.
- Investigate and resolve any discrepancies found with the Accounts Payable and Accounts Receivable processes
- Performs assigned collection activities; follows through promptly and professionally to resolve customer inquiries and billing/payment discrepancies
- Organizes, maintains and secures accounting & financial records (contracts, remittances, legal correspondence), including archival activities as part of the District’s record retention policies for digital and physical documents
- Prepares periodic and special accounting and financial reports, including aging reports, sales reports, income statements & balance sheets
- Updates and maintains department reports and records such as leases, utilities and W-9s
- Active participant in external & internal audits – financial & compliance and others
- Complete capital grant drawdowns and assist with required reporting
- Assist with capital asset inventory count as required by grantors & District policies
- Prepares various federal, state & local tax & tax exemption filings (1099s, gas taxes)
- Compiles tax exemption certificates; prepares Federal 1099 tax returns
- Compiles/prepares information to support the Accounting Department’s month-end processes



- Follows established safe-work practices, including obeying all safety rules & District policies
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Generally Accepted Accounting Procedures (GAAP)
- Best practices related to accounts payable, accounts receivable & grant principles and District policies & procedures governing the business cycles
- Financial and statistical record keeping activities

Ability to:

- Work independently and make sound decisions within established guidelines
- Demonstrate being detail-oriented, accurate, organized and timely
- Demonstrate oral and written communication skills
- Provide excellent customer service skills to both internal and external contacts
- Meeting critical deadlines for varying projects & timelines
- Exhibit confidentiality & discretion in reviewing & processing sensitive documents

Minimum Qualifications

Education and/or Experience:

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

- Associate degree in Accounting, Business 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.
- Three (3) years' experience in accounts payable, accounts receivable and account reconciliation.

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