

POSITION: ACCOUNTANT

LOCATION: WETA Office – San Francisco, CA

CLASS CODE: Non-Exempt

DATE POSTED: October 8, 2020

CLOSING DATE: Open Until Filled (*First Review of Applications: 10/19/2020*)

OPENING(S): 1 Position

APPLICATION PROCESS:

Please mail or email cover letter, resume and the required application to:

San Francisco Bay Area Water Emergency Transportation Authority
Attn: Human Resources/Accountant
9 Pier, Suite 111
San Francisco, CA 94111

EmploymentApplications@watertransit.org

Subject: Accountant

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- Cover Letter
- Resume
- Employment Application
(available at <https://weta.sanfranciscobayferry.com/employment>)

Operating under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) carries approximately 3 million passengers per year on five routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA contracts with a private sector contractor to operate and maintain its current fleet of 15 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

Accountant

JOB DESCRIPTION

WETA seeks a highly organized and customer service oriented individual to perform technical professional level and administrative financial responsibilities and to provide support in other assignments as needed to meet the mission of the agency. Under the direction of the Finance and Administration Manager, the incumbent will perform intermediate to complex professional accounting work in preparation, processing and maintenance of accounting, budgetary, financial, and payroll records and documents using financial and accounting software. The position requires that the incumbent work independently in carrying out assignments and demonstrate independent decision making in applying GAAP, GASB, and WETA policies and practices to accomplish a wide variety of accounting, financial and administrative support tasks.

PRIMARY RESPONSIBILITIES

- Maintain accounting and financial records in accordance with GAAP/GASB, policies, and procedures
- Participate in internal and external audits to ensure accuracy and completeness of financial reporting and compliance with GAAP/GASB, policies, and procedures
- Complete accounting operations that roll up to production of monthly financial statements
- Prepare and post journal entries, reconcile accounts, prepare grant billings and manage grant accounting function, produce reports, bank deposits, and other related tasks and projects
- Participate in annual budget preparation and determine reasons for variances of actual expenditures and revenues to budget
- Maintain Chart of Accounts and make suggestions for revisions to improve financial controls
- Review invoices/progress payment requests against agreements/contracts and purchase orders to ensure accuracy and proper approvals
- Determine reasonableness of amounts, account codes, and compliance with agency policy
- Check to ensure expenses are allowable according to state and federal guidelines.
- Issue checks and prepare ACH/wire payments to vendors
- Maintain Accounts Receivable and Accounts Payable backup document files.
- Respond to internal and external inquiries related to accounting and finance from WETA staff, outside agencies, vendors, and customers.
- Review Accounts Receivable and Accounts Payable report and follows up with collections and payments.
- Assist with payroll processing.
- Prepare annual 1099s and file periodic reports required by state and federal agencies.
- Provide technical accounting support to assists with month-end and year-end closings; gathers and tabulates data to assist with the preparation of annual reports and audits.
- Perform accounting and financial technical research; compose routine correspondence; prepare routine manual or automated reports including Statement of Revenues and Expenses.
- Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Generally Accepted Accounting Procedures (GAAP) and Government Accounting Standards Board (GASB) including local, federal, and state laws, regulations, and codes
- Public transportation accounting principles and systems
- Federal/state/local grant regulations and compliance
- Internal controls on cash disbursements, cash receipts, and other accounting functions.
- General functions of an automated accounts payable and receivable systems.
- Modern office procedures, practices, and equipment, including computers and applicable software. Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.

Accountant

Ability to:

- Be detailed-oriented, accurate and reliable.
- Be flexible and adaptable to changes.
- Interpret complex rules, regulations, and laws governing fiscal and accounting regulations
- Analyze complex accounting and financial data and draw logical and sound conclusions
- Independently carry out difficult and complex accounting and auditing work under general supervision
- Develop and maintain new and revised accounting procedures
- Communicate clearly and concisely, both orally and in writing.
- Plan, organize and set priorities for assigned work and meet critical deadlines.
- Establish and maintain effective working relationships with WETA officials, managers and staff, various business or partner representatives, riders, and the general public.
- Exemplify strong professional customer service skills with all encountered in the course of work including the public, officials, and co-workers.
- Perform responsible and difficult accounting work involving the use of independent judgment and personal initiative that holds up to scrutiny
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

MINIMUM QUALIFICATIONS

Training and experience equivalent to:

- Bachelor's degree or equivalent education or training.
- A Master's Degree in Business, Finance or other position-related degree program may substitute for a year of experience
- Additional years of experience may be substituted on a year-for-year basis in lieu of a degree
- A minimum of three years position-related experience in Accounting or other finance role that would provide the knowledge and skills required for the position
- Experience in public agency, governmental or non-profit accounting is highly desirable
- Proficiency with Microsoft Office products including Excel, Word, Outlook, and PowerPoint
- Ability to learn all software programs and systems required to successfully complete the work
- Experience with Abila MIP or similar financial systems is highly desirable.
- Technical expertise in data collection and compilation, and familiarity with a range of office operations and related software are essential.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to typical office conditions.