

POSITION: ACCOUNTING SPECIALIST

LOCATION: WETA Office – San Francisco, CA

CLASS CODE: Non-Exempt

SALARY RANGE: \$58,250 to \$83,210 annually (*effective July 1, 2019*)
(*New CalPERS member pays 6.25% of salary into CalPERS retirement plan*)

DATE POSTED: June 20, 2019

CLOSING DATE: Open Until Filled (First Review of Applications: July 5, 2019)

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/Accounting Specialist
9 Pier, Suite 111
San Francisco, CA 94111

EmploymentApplications@watertransit.org
Subject: Accounting Specialist

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 2.6 million passengers per year on 4 routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, and Vallejo. WETA contracts with a private sector contractor to operate and maintain its current fleet of 14 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

JOB DESCRIPTION

WETA seeks a highly organized and customer service oriented individual to perform technical and clerical financial duties and to provide professional 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 responsible and complex accounting support work in preparation, processing and maintenance of accounting, budgetary 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 policies and practices to accomplish a wide variety of accounting and administrative support tasks.

PRIMARY RESPONSIBILITIES

- Prepares and processes invoices for payment – checks for correctness, proper approval, purchase order and contract verification.
- Issues checks and prepares ACH/wire payments to vendors.
- Determines reasonableness of amounts, account codes, and compliance with agency policy.
- Checks to ensure expenses are allowable according to state and federal guidelines.
- Maintains Accounts Receivable and Accounts Payable backup document files.
- Researches and answers questions on payments/receipts from other agency staff, vendors or customers.
- Prepares bank deposits.
- Prepares billing for funding partners.
- Reviews Accounts Receivable and Accounts Payable report periodically and follows up with collections and payments.
- Assists with payroll processing.
- Prepares annual 1099s and file periodic reports required by state and federal agencies.
- Posts journal entries and periodically reviews General Ledger entries to ensure the accuracy of postings.
- Provides 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.
- Performs basic technical research; composes routine correspondence; prepares routine manual or automated reports including Statement of Revenues and Expenses.
- Provides technical assistance to the audit team during its review.
- Performs other duties as assigned.

DESIRED KNOWLEDGE AND SKILLS

Knowledge of:

- Internal controls on cash disbursements, cash receipts, and other accounting functions.
- General functions of an automated accounts payable and receivable system.
- Modern office procedures, practices, and equipment, including computers and applicable software.
- Pertinent federal and state, and local laws, codes, and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.

Ability to:

- Be detailed-oriented, accurate and reliable.
- Be flexible and adaptable to changes.
- Communicate clearly and concisely, both orally and in writing.
- Plan, organize and set priorities for assigned work and deadlines.
- Establish and maintain effective working relationships with WETA officials, managers and staff, various business or partner representatives, riders, and the general public.
- Exemplify an effective customer service attitude with the public, officials, and co-workers.
- Work independently in the absence of supervision.

Accounting Specialist

- Perform responsible and difficult accounting work involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

MINIMUM QUALIFICATIONS

Training and experience equivalent to:

- Associated of Arts degree or equivalent education or training.
- Minimum of three years progressively responsible experience in accounts payable and related accounting functions.
- Experience in accounts receivable and general ledger desired.
- Proficiency with Excel and Word.
- Basic knowledge of Microsoft PowerPoint and Adobe Acrobat.
- Experience with Abila MIP financial systems is 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.