



MANAGER OF ACCOUNTING

JC: FC215
PB: I
FLSA: Exempt

BU: 31(AFSCME)
July 2001
Revised: February 2018

*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.*

DEFINITION

Supervises and coordinates the activities and operations of the General Accounting, Accounts Receivable and Billing, Payroll, Accounts Payable, or Financial Reporting Division within the Controllership Department; reviews and approves transactions, disbursements, payroll, and financial reports; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant Controller, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first full supervisory level in the professional accounting class series. Incumbents supervise and coordinate the various accounting activities and operations within the assigned area of responsibility. Incumbents analyze and solve accounting and financial problems and exercise considerable independent judgment and action in the day-to-day conduct of work. This class is distinguished from the Assistant Controller in that the latter has overall responsibility for the Controllership Division.

REPORTS TO:

This position reports to the Assistant Controller or his/her designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

General Duties and Responsibilities:

1. Supervises and coordinates the activities and operations of assigned Department or Division; reviews and approves transactions, payroll, and

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financial records for assigned apartments; and performs related accounting tasks as assigned.

2. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
3. Provides staff assistance to the Assistant Controller; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
4. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting.

If assigned to General Accounting, the following duties may apply:

1. Manages the monthly and year-end closing of operating and capital funds including reviewing general ledger account analysis and reconciliations; reviews and approves journal entries; coordinates with other departments for provision of information for posting to general ledger.
2. Reviews and submits financial reports to various Federal, State, and local agencies including National Transit Database Reports, State Controller Reports, Financial Status Reports, and also Comprehensive Annual Financial Reports and Single Audit Reports.
3. Reviews complex real estate property development-related transactions.
4. Reviews and approves positive pay exceptions; coordinates with IT and other Department Managers in resolving issues and exceptions and in developing internal processes.
5. Provides assistance in review and approval of payable vouchers, when necessary.
6. Reviews output from other financial modules and coordinates with Division Managers or staff of other departments to institute corrections, when necessary.
7. Directs, coordinates, and reviews the work plan for assigned staff; assigns work activities and projects/funds; monitors work flow; review and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

If assigned to Accounts Receivable and Billing, the following duties may apply:

1. Responsible for preparing the billings for the many complex contractual agreements that the District has entered into for the purpose of generating revenue for telecommunications, real estate, special permits, right-of-way, concessions and rents, off-site ticket sales, group ticket sales, and retiree related benefits.
2. Responsible for processing the invoices for capital funds generated by the General Ledger Group.
3. Responsible for all accounting entries and provides a monthly account analysis for associated receivable accounts including the capital funds.
4. Provides the Budget Department with a forecast for telecommunications revenue for their annual, five-year, and ten-year plans; assists the Legal Department with telecommunication contractual renewals.
5. Analyzes the District Board of Directors' expense reports and handles the compliance audit of the Board of Directors' expense report on an annual basis.
6. Performs related and miscellaneous duties as assigned and as needed.

If assigned to Payroll, the following duties may apply:

1. Manages all aspects of providing compensation for current and former employees and directors; involves complex problem solving, conflict resolution, communications, reporting, managing research, supporting internal and external audits, public record requests, subpoenas and orders, vendor payments, invoices, collections.
2. Submits direct deposit transactions to bank for transfer of funds to employee and Director accounts; reviews and approves billings, journal entries, and reconciliations to balance payroll related General Ledger accounts.
3. Determines priorities, including time-sensitive, daily unscheduled and new requests, and assigns projects ensuring deadlines are met; coordinates with relevant departments to implement change; develops and oversees policy to meet business requirements and streamline processes.

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4. Ensures timely and legal compliance of all compensation and reporting with M.O.U.s, grievances, arbitrations, governing regulations and policies.
5. Verifies the accuracy of data from integrated system modules, hiring, staff development, workflow/process improvement, and implementation of short-term and long-range plans.
6. Maintains, tests, and updates the payroll module software as the District's functional lead expert; makes recommendations to maximize the effectiveness of the payroll system and all integrated modules.
7. Conducts research of historical data to act as guidelines for past practice to help resolve issues for labor, legal, and management; provides analysis, opinions, and recommendations.
8. Meets with District employees, former employees, beneficiaries, management, and vendors to resolve discrepancies, collections, and difficult employee issues.
9. Performs related and miscellaneous duties as assigned and as needed.

If assigned to Accounts Payable, the following duties may apply:

1. Supervises and designates responsibilities to the Accounts Payable (A/P) staff and manages A/P department in all procedures and day-to-day business; oversees the vendor payments, employee reimbursements, Board of Director reimbursements, retiree payments, and payment processing of corporate credit cards for the entire District, in compliance with BART policies.
2. Review coding and posting of all invoices and payments, in compliance with generally Accepted Accounting Principles; administers the accrual and reporting of sales tax, in compliance with rules and regulations of State Board of Equalization; handles sales tax audit by State Board of Equalization.
3. Identifies areas of improvement and proposes changes to process/system configuration; works with the IT Department on the business process re-engineering; upgrades, tests, and implements new processes.
4. Coordinates with other departments in BART to ensure proper technical support and smooth operation of A/P Department; attends meetings with other departments of BART to evaluate and propose business processes for the District.

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5. Coordinates internal and external audits; assists in and manages sections of financial audits as assigned.
6. Interacts with internal customers and external vendors; continuously identifies areas of improvement within the department.
7. Reviews, adjusts, and approves time of subordinate staff; prepares and maintains A/P system and procedures reference for subordinate staff; identifies necessary training for subordinate staff; handles disputes, answers questions, and explains BART policies that cannot be handled by subordinate staff.
8. Performs related and miscellaneous duties as assigned and as needed.

If assigned to Financial Reporting, the following duties may apply:

1. Directs, coordinates, and reviews work of Accounting Analysts assigned; reviews and approves reconciliations, billings, journal entries.
2. Responds to inquiries from various District departments regarding financial transactions affecting inventory, capital labor, fixed assets, operating labor, and capital charges; provides support to the Assistant Controller for various month end closing processes involving payroll, inventory, fixed assets, and leave benefits.
3. Runs the payroll interface to General Ledger; reviews payroll related entries and ensures these are reconciled with the bi-weekly pay roll report for the entire District; researches and resolves accounting issues related to the payroll interface process; runs the capital labor interface to General Ledger; reviews capital labor related entities and ensures that budget related errors are corrected by the Capital Project group or the Project managers before confirming that the labor interact is complete.
4. Recruits staff by prepping job postings, accounting related exam materials, and interview questions.
5. Attends various meetings that are relevant to the Department and the Division as a whole.

QUALIFICATIONS

Knowledge of:

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- Operational characteristics, services and activities of assigned accounting services area including accounts payable, general accounting, or payroll.
- Principles and practices of a variety of accounting and payroll systems.
- Principles and practices of computerized accounting systems.
- Principles and practices of program development and administration.
- Methods and techniques of accounting data analysis.
- Principles and procedures of financial record keeping and reporting.
- Mathematic principles.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Supervising and coordinating accounting services in assigned accounting services area.
- Analyzing and evaluating accounting data.
- Selecting, supervising, training and evaluating staff.
- Reviewing complex financial data.
- Performing accurate financial and mathematical calculations.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering program budgets.
- Preparing clear and concise reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Operating office equipment including computers, supporting word processing, and spreadsheet applications.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting or a closely related field from an accredited college or university.

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Experience:

Four (4) years of (full-time equivalent) verifiable professional accounting experience which must have included at least one (1) year of administrative and/or supervisory experience.

Preferred Qualifications:

Possession of a Certified Public Accountant license is preferred.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEO-1 BART Job Group: 1500

Safety Sensitive: No

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