



Accountant

Annual Salary Range: Accountant I - \$47,708 to \$73,947,
Accountant II - \$52,598 to \$81,527

First Review of Applications: Wednesday, October 14, 2020

Expected Start Date: November/December 2020

Role

The Accountant is responsible for a full range of accounting, reporting, and maintaining and verifying accounting documents/records, monthly general ledger close, balance sheet and income statement analysis, and supporting the processing of accounts payable.

Overview of Finance Department

SANDAG has great pride in being a fiscally responsible public agency and has implemented rigorous accounting processes and financial reporting procedures to monitor expenses, encumbrances, grant funds, and project budgets, and accurately document various types of financial transactions. The Finance Department has a role in supporting all agency programs. The Accounting team is highly regarded for their ability to maintain an exceptional level of accuracy and for providing outstanding customer service.

Job Responsibilities

- Maintain financial management systems and records; ensure that financial records are accurate and comply with generally accepted accounting principles (GAAP) and regulations, codes, policies, rules, and agency procedures.
- Coordinate and participate in accounting operations including accounts payable, invoice management, journal entries, and general ledger reconciliations.
- Monitor and maintain reconciliation procedures used for accounting and financial record-keeping and reporting; participate in enhancements to ensure effective systems are in place and are in accordance with federal and state regulations, GAAP, and agency procedures.
- Maintain and monitor various accounts, verifying availability of funds and classification of expenditures, analyze transactions to resolve discrepancies; perform timely and accurate Balance Sheet account reconciliations, necessary reclass journal entries, and year-end expense accruals.
- Gather accounts payable records and verify amounts to the job ledger for reimbursement billings to state departments.
- Prepare regular, accurate, and timely payments to vendors and consultants; research invoicing issues; ensure invoices align with existing contracts, task orders, or purchase orders.
- Research complex accounts payable inquiries from vendors, staff, and auditors and work with consultants, project managers and other departments to resolve questions, analyze documents and identify alternative solutions.
- Review contracts and purchase orders to identify and record encumbrances; process encumbrance revisions and adjustments as necessary; monitor newly enrolled ePayable vendors and complete Autopay for ePayable payments; perform ePayable weekly reconciliations.
- Participate in financial audits conducted by independent certified public accounting firms; assist with establishing procedures, controls, and policies to ensure accurate audit trails; prepare records for financial audits.
- Assist with the preparation of financial reports and required disclosures in stand-alone financial statements; reconcile various reports, vendor statements, and financial records.
- Support the financial system upgrade and ERP system implementation in the Accounts Payable and Contract Management modules; serve as a back-up Visa Administrator for the agency P-card program.

