TRANSBAY JOINT POWERS AUTHORITY

ACCOUNTANT

The Position:

The TJPA is seeking a detail-oriented and organized Accountant to join its Finance Department. Reporting to the Accounting Supervisor, the Accountant will perform a variety of accounting and financial support functions, with a primary focus on accounts payable, accounts receivable, and purchase order processing. Responsibilities include processing vendor invoices and payments, managing billing and collections, maintaining accurate accounting records, preparing journal entries and reconciliations, and assisting with month-end and year-end closing activities. The ideal candidate will demonstrate strong accounting knowledge, sound judgment, attention to detail, and a commitment to maintaining accurate financial records and supporting the effective financial operations of the TJPA.

Essential Duties include but not limited to:

Accounts Payable (AP)

- Receive, review, record, and process vendor invoices, ensuring accuracy and compliance with accounting processes and internal controls.
- Maintain AP email inbox, TJPA's invoice tracking database, and contract status reports; reconcile data regularly.
- Manage vendor records, resolve invoice discrepancies, and correspond with vendors regarding payment inquiries. Prepare annual IRS 1099 forms.
- Reconcile the AP sub-ledger with the general ledger.
- Review and reconcile retention payable balances.
- Participate in accounts payable payment processing, including check and electronic payment notices.
- Prepare AP aging reports and other relevant financial reports as needed.

Accounts Receivable (AR)

- Prepare miscellaneous billing to funding agencies and follow up on outstanding receivables to ensure timely collections.
- Prepare and issue monthly rent invoices to tenants.
- Record revenue collections and update AR aging reports; monitor account statuses, investigate discrepancies, and reconcile AR accounts.
- Prepare journal entries and supporting documentation for review and approval.

Other Duties

- Process purchase order (PO) requests and maintain corresponding database.
- Ensure compliance with accounting policies, procedures, and regulatory requirements in all accounting activities and assigned tasks.
- Maintain records and documentation, ensuring accuracy and completeness.
- Assist in month-end and year-end closing activities, including preparing accruals, balance sheet, income and cash flow statements.

- Reconcile TJPA accounts and transactions with other entities and resolve discrepancies.
- Assist in financial audits by providing documentation and reconciliations.
- Provide backup support to Finance staff as needed; assist Accounting Supervisor with special projects and other tasks as assigned.
- Other duties as assigned.

Minimum Qualifications:
Graduation from an accredited four-year college or university with a major in accounting or a closely related field; and two years of professional accounting experience.

Experience in a public agency is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles (GAAP), accounting procedures, and financial recordkeeping practices.
- Familiarity with governmental accounting standards and practices, including GASB standards, preferred.
- Knowledge of accounts payable, accounts receivable, general ledger accounting, and financial reporting.
- Strong analytical, organizational, and problem-solving skills, with exceptional attention to detail.
- Ability to collect, analyze, reconcile, and interpret financial information and identify and resolve discrepancies.
- Ability to manage multiple assignments, meet deadlines, and adapt to changing priorities.
- Demonstrated proficiency in Microsoft Excel, Word, and automated accounting systems.
- Ability to work independently while exercising sound professional judgment.
- Effective written and oral communication skills.
- Ability to work collaboratively with internal departments, external agencies, vendors, and other stakeholders.

To be successful as an employee of the TJPA you will also:

- Have a passion for our mission
- Be an innovative and creative thinker
- Demonstrate a high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and commitment to producing accurate, high-quality work
- Work well independently as well as part of a team
- Thrive in a fast-paced environment and adapt to changing priorities

Compensation
Salary is negotiable dependent upon qualifications and experience. The pay range for this at-will

position is $74,880.00 - $130,416.00. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process
Send a cover letter and resume via e-mail to Nila Gonzales, ngonzales@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity
The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at www.tjpa.org