



SENIOR ACCOUNTING ANALYST

JC: 000368

PG: F

BU: 31 (AFSCME)

FLSA: Exempt

*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

Under supervision, performs the more complex and difficult work of providing professional level support in general accounting, financial reporting, grants analysis and billing, cash, investment and debt reconciliation and reporting; supports Controller/Assistant Controller in preparing complex financials and account analyses for BART and CCJPA, journal entries and reconciliations, and disclosures relevant to monthly financial close, annual financial audits, federal audits, OPEB Trust Accounts (Retiree Health Benefit Trust and Survivor Benefit Trust), Bonds and Investment reporting, National Transit Database (NTD) reporting, State Controller's report, District's Annual Comprehensive Financial Report, and various grant imposed audits (FTA, MTC, RM2 etc.), and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Accounting Analyst series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment or may exercise lead supervision over assigned lower-level staff. Employees are typically assigned significant responsibilities above the journey level and exercise independent judgment in the performance of all duties. This class is distinguished from the Accounting Analyst in that the latter performs the less complex duties assigned to the series.

REPORTS TO

Assigned Manager or designee.

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

1. Participates in the more difficult and complex tasks related to financial reporting, general accounting, capital and operating billing, investment accounting, capital asset accounting, payroll, and accounts payable.
2. Participates in the review, administration, monitoring and preparation of District-wide financial reports involving capital project costs; monitors funding agreements and project expenditures; ensures maintenance of expenditure records which conform to funding agency requirements and District policy. Prepares quarterly, semi-annual, or annual reporting required by funding agreements and provides support to related compliance audits.
3. Handles more complex construction or funding contracts and ensures capital grant billings are done in compliance with guidelines; tracks amounts billed and to be collected and coordinates with various grantors on the status of the billings. Analyzes and maintains project retention

records for use in the capital billing. Resolves billing issues with project manager and addresses grantor inquiries.

4. Analyzes, reviews and reconciles all capital assets maintained by the District. Responsible for reviewing, analyzing, and accounting for transactions, including the required reconciliations, associated with leases and subscription-based information technology arrangement in compliance with GASB 87 and GASB 96.
5. Performs comprehensive review of all operating and capital revenue and expense accounts for monthly close and ensures cost center revenues and expenses are posted to the correct account and department.
6. In charge of more complex financial accounts including operating and capital grants and expenses. Prepares required journal entries to update financial records.
7. Participates in all financial audits, audits of financial statements, compliance audit, audits initiated by granting agencies and internal audit, and provides relevant analyses, roll forward schedules, and required audit supports.
8. Reviews Trial Balances of assigned Funds and ensures accuracy of account balances, reconciles account balances with related subsidiary ledgers and interfund balances with the District's General Fund and other Funds, initiate adjustments of project costs, if necessary, ensures collections of receivables, and process fund closeout.
9. Prepares financial statements related to Post Employment Benefit Trust Account, specifically the Retiree Health Benefit Trust and the Survivor Benefit Trust. Prepares the National Transit Database Report, State Controller's Report, Schedule of Federal Awards required for the Single Audit and other similar reports. Assist in preparing the District's cash flow statements, Required Supplementary Schedules and Statistical Information included in BART's audited Annual Financial Comprehensive Report.
10. Handles the biweekly reporting and reconciliation of CalPERS contributions. Analyzes employee records and reconciles BART records with CalPERS records. Communicates and coordinates with internal departments and CalPERS to ensure earning records are in accordance with CalPERS rules and regulations. Handles and processes corrections of employee records with CalPERS.
11. Analyzes, monitors, and accounts for invoices that are needed to be accrued at the end of the fiscal year to ensure that the District's records conform with Generally Accepted Accounting Principles.
12. Analyzes construction in progress account per project and coordinates with project managers to ensure completed projects are properly capitalized to ensure correct reporting and disclosure in the financial statements.
13. Analyzes and accounts for transactions associated with bond issuances and or refunding, including the accounting of bond proceeds, property tax collected for debt service, periodic accrual of interest expense and interest income on funds held, amortization of

bonds/investments premiums or discounts, bonds refunded, and revaluation of investments to fair market value. Analyzes the refunding and calculates the deferred loss or gain. Prepares cash and investments schedules in accordance with GASB 40, debt related roll-forward schedules, and handles the associated annual audit and required footnote disclosures.

14. Develops and recommends improvements to computerized financial management system and accounting procedures for efficiency, to conform with federal or state laws and generally accepted accounting principles, and to strengthen internal control.
15. May train assigned employees in their areas of work including cost collection and analyses.
16. Represents their division at various meetings with other departments and divisions; communicates information and activities with others as appropriate and participate in special projects
17. Perform other tasks as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices and procedures of Accounting and Financial Reporting.
- Laws and regulations relating to the financial administration of public agencies and transportation authorities in the State of California.
- Principles of financial and operational analysis.
- Principles of Construction in Progress and asset capitalization.
- Federal, State and local funding programs, associated guidelines and processes.
- Principles and practices of project costing and how labor and non-labor data flow and are accounted for in the District's financial reports.
- Principles of Project Cost billing.
- Principles of Operating Cost billing.
- Organization of voluminous financial data using advanced Excel and macros.
- Accounting for Investments and how transactions are presented in the financials.
- Accounting for Trust accounts.
- Principles and practices of financial record keeping and reporting.
- Principles of Government Accounting Standards Board (GASB) guidelines.
- Current office procedures, methods and equipment including computers.
- Applicable financial computer software applications.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Independently performing the most difficult financial and accounting analyses and data organization.
- Interpreting and explaining department policies and procedures.
- Leading, organizing and reviewing the work of staff from various departments in finance, specifically Payroll, Accounts Payable, Accounts Receivable and Financial Reporting.
- Analyzing account issues and problems, identifying alternative solutions and implementing

recommendations.

- Performing accurate complex financial calculations.
- Utilizing, maintaining and updating computerized financial/project management systems and reports.
- Developing, organizing, reviewing and analyzing financial data related contracts and reports.
- Exercising a high degree of individual initiative, discretion, diplomacy, accuracy, and judgment.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work including internal departments, vendors, and consultants.

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university. CPA certification is preferred.

Experience

The equivalent of three (3) years of fulltime, professional level relevant general accounting, financial reporting, and/or auditing experience.

License or Certificate

A valid certificate as a Certified Public Accountant (CPA) is preferred.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professional
Census Code: 0800 – Accountants and Auditors
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : February 2023
Revised :