

ACCOUNTANT

The Position:

We are seeking a meticulous and detail-oriented Accountant to join our team. Reporting to the Accounting Supervisor, the Accountant will play a crucial role in our finance department, primarily focusing on Accounts Payable (AP) and Accounts Receivable (AR) functions. The ideal candidate will be responsible for managing vendor relationships, processing invoices, ensuring compliance with internal controls, and maintaining accurate financial records. Additionally, the role involves assisting with month-end and year-end closings, preparing financial reports, and supporting audits. The Accountant will collaborate closely with cross-functional teams and demonstrate a commitment to maintaining the highest standards of accuracy and integrity in all accounting activities.

Essential Duties include but not limited to:

Accounts Payable (AP)

- Receive, record, review, and process vendor invoices, ensure 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 retention payable.
- Participate in accounts payable payment processing, including check and electronic payment notices.
- Reconcile balance sheet accounts, including bank accounts, prepaid expenses, and accruals.
- Prepare AP aging reports and other relevant financial reports as needed.
- Prepare interfund transfer requests and monthly bank reconciliations, compile investment reports.

Accounts Receivable (AR)

- Prepare miscellaneous billing to funding agencies and follow up for timely collections.
- Issue monthly rent invoices to tenants.
- Record revenue collections and update AR aging reports; monitor account statuses, reconcile AR accounts and maintain accuracy.
- Assist in AR-related month-end and year-end closing activities, including reconciliations and accruals.
- Check bank for deposits and Positive Pay for exceptions daily.
- Prepare and approve journal entries accurately.
- Assist with payroll accounting entries.
- Maintain capital asset records, including depreciation schedules and asset capitalization.

Other Duties

- 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 preparing financial statements and year-end closing, including 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 one year of professional accounting experience; or an equivalent combination of education, training, and experience. Experience in a public agency is preferred.

Knowledge, Skills, and Abilities:

- Attention to detail
- Demonstrated ability in the use of Excel, Word, and automated accounting systems
- Strong organization skills; ability to adapt to changes and various software programs
- Ability to collect, synthesize, and analyze a wide variety of information; work efficiently to identify and define problems and propose solutions
- Good understanding of accounting principles, practices, and standards
- Effective written and oral communication skills

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

- Have a passion for our mission
- Be an innovative and creative thinker
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Work well independently as well as part of a team
- Thrive in a fast-paced environment

Compensation

Salary is negotiable dependent upon qualifications and experience. The pay range for this position is \$74,880.00 - \$120,640.00. 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