



## **San Mateo County Harbor District**

We invite applications for the position of:

### **Accountant**

\$6,735.00 - \$9,027.00 Monthly  
(Plus a comprehensive benefits package)

#### **General Definition:**

The Accountant is a highly technical, independent, and organized individual who plans and executes the District's daily accounting operations including accounts receivable, accounts payable, general ledger, financial and ad-hoc reporting, payroll, and related work as required. The Accountant applies generally accepted accounting principles (GAAP) to analyze financial data, prepare financial reports, and complete tasks. The Accountant reports directly to the Accounting Manager or designee.

#### **Typical Duties and Responsibilities:**

Conducts fiscal transactions in conformity and compliance with generally accepted accounting principles, practices and procedures.

- Completes reconciliations of bank, general ledger, and subsidiary ledger accounts.
- Compiles and reviews general ledger account reconciliation, monthly journal entries, accounts receivable and accounts payable and other related tasks to ensure proper posting.
- Executes the District's payroll and accounts payable.
- Provides highly responsible and complex administrative support to the Accounting Manager.
- Prepares fiscal and periodic budget reports as well as feasibility studies and account analyses.
- Provides support and assistance to independent auditors during annual audits and review of financial transactions.
- Prepares, reviews and analyzes a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly and annual reports.
- Analyzes fiscal transactions and records to ensure conformity and compliance with GAAP, GASB and other related principles, procedures, practices, codes and ordinances.
- Collects appropriate data, prepares and files all federal, state, local and District tax reports including preparation of year end 1099's and other periodic filings.
- Coordinates activities with other departments as well as answers inquiries from the public and employees.
- Performs other duties as required.

You can review a detailed job description for the Accountant on the San Mateo County Harbor District's website [here](#).

**Accountant Education/Experience:**

A typical way of obtaining the knowledge, skills and abilities to qualify for this position is:

- Education equivalent to a four-year degree in accounting business, finance or closely related field; and three to five years of progressively responsible accounting experience.
- Preferred Experience: Two years of local government experience, and or electronic payroll processing experience.

**License And/Or Certificates:**

Must possess and maintain a valid California driver's license.

**Benefits:**

Excellent Benefits Package, including Medical, Dental, Vision & Life, Personal Time Off (PTO), CalPERS Retirement (2.5% @55 Classic members or 2% @62 New members).

**APPLICATION PACKET**

Available for pick up at the District Office  
504 Avenue Alhambra, Suite 200, P.O. Box 1449 El Granada, CA 94018

**OR**

Please go to <https://www.smharbor.com/employment>

**Deadline to Apply: October 22, 2019**

Completed applications must be received by 5:00 p.m. You may email, fax, mail or drop off in person at the address above.

**More Information:**

Inquiries about the position may be directed to Betty Cortes by Email:

[bcortes@smharbor.com](mailto:bcortes@smharbor.com) or by Telephone: (650) 741-9164 or by Fax (650) 583-4614.