Sacramento Regional Transit District

Manager, Accounting

SALARY	$113,352.00 - $158,640.00 Annually	**LOCATION**	1102 Q Street, Sacramento, CA
JOB TYPE	Full Time	**JOB NUMBER**	2027-00163
DEPARTMENT	Finance	**OPENING DATE**	11/10/2026
RECRUITMENT TYPE	Internal/External		

Description

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to identify, establish, and execute department plans and policies and ensure compliance with financial statement requirements and Generally Accepted Accounting Principles (GAAP). This is accomplished by overseeing and managing the accounting and treasury operations such as Accounts Payable, Receivable, Payroll and Fixed Assets, and Pension Funds, Custodial Funds, Fiduciary Funds and training staff.

Examples of Duties

- Manages and supervises staff by reviewing daily cash flows and account reconciliations, analyzing financial data, addressing and resolving various daily issues, providing guidance to staff, and resolving personnel grievances by working with union representatives.
- Manages accounting operations, including accounts payable, accounts receivable and payroll, and related transactional processes.
- Develops, monitors, and reviews complex financial calculations and reports to ensure accuracy, consistency, and compliance with established standards.
- Performs month-end reconciliations including analyses of accounts payable and receivable, capital expense processing, procurement card, payroll and benefits, and associated general ledger entries.
- Prepares monthly and year-end accruals for trends, flux analysis and actuarial assumptions.
- Oversees accounting/fiscal service delivery to District departments/programs.
- Establishes financial controls and accounting systems for new programs/functions.
- Performs daily reviews of expenses and posting to the general ledger.
- Reviews lease accounting calculations, schedules, and related journal entries under applicable GASB standards.
- Submits tax returns for quarterly and annual sales and fuel taxes and rebates.
- Recommends corrections or budget transfers when needed. Maintains data files.
- Reviews staff reports for pension plans and funds, ensures compliance with investment policies and financials information. Educates and responds to board member inquiries.
- Leads and coordinates process improvement strategies by performing gap analysis of failed processes and creating new processes for changes in business requirements.
- Prepares forecasts, projections, trends, revenue and cost analyses. Prepares department expense trend analysis.
- Reconciles authorized positions to the Board approved position control list.

- Develops and maintains databases for financial reporting; analyzes District labor and fringe expenses to forecast future expenses annually; prepares Board and committee presentations.
- Reviews ERMS FMEQ reporting functions for each department/division or general ledger account. Analyzes trend and variance information from the ERMS system.
- Monitors anomalies with expenses or revenues.
- Prepares financial reports for division and department heads. Analyzes data and make recommendations for solutions.
- Reviews monthly operating expenditure reports.
- Performs daily reviews of expenses and posting to the general ledger. Maintains data files to be used for future.
- Performs management related functions by providing financial information to various boards and committees, advising executive and senior leadership on financial matters and potential resolutions, preparing proposals, and completing other related assignments.
- Prepares and reviews financial information for external auditors and maintains relationships with external agencies by preparing and reviewing the Comprehensive Annual Financial Report (CAFR), ensuring compliance with GAAP and internal controls, and coordinating planning, and supporting external audits to ensure completion of audits and reviews; conducts technical accounting research on complex issues.
- Plans, administers, and manages treasury operations including cash management, banking, debt, and investments ensuring compliance with established District guidelines.
- Maintains District investment policy in accordance with federal, state and local laws, rules, regulations, and guidelines. Maintains relationships with banks, brokers, and various investment product specialists and updates the District's investment policy annually identifying appropriate new investment opportunities and considerations.
- Performs related duties as assigned.

Minimum Qualifications

Education: Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely related field.

Substitution of experience for the required education is not accepted.

Experience: A minimum of five (5) years of professional accounting experience, including two (2) years of supervisory experience. Experience in a public agency and/or a transit agency is desirable.

Certification & Other Requirements: A Certified Public Accountant license in the State of California is preferred but not required.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, and proof of education, as outlined above, are required for this position. Applications, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at **www.sacrt.com**.

Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for the

most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand-alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer. EOE

This position falls under Management and Confidential Employee Group (MCEG)

Employer
Sacramento Regional Transit District

Address
1400 29th Street

Sacramento, California, 95816

Phone
9165560298

Website
http://www.sacrt.com/

Manager, Accounting Supplemental Questionnaire

*QUESTION 1

Please describe, in detail, your professional accounting experience. In your response, include the employer and number of years/months you performed the function(s).

*QUESTION 2

Describe your experience dealing with a complex or unique accounting transaction or issue. In your response, include the research and analysis you performed to resolve the issue and the outcome.

*QUESTION 3

Describe your experience preparing and reviewing data that is used in an organization's year-end comprehensive financial reporting as well as working with auditors in the review of these reports. In your response also include the employer and number of years/months you performed the function.

*QUESTION 4

Describe your supervisory experience including the number of employees you supervised, their job titles, level of each position and details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.

* Required Question