

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accountant I GRADE: 18 DATE: 8/5/2020
SERIES: Corporate Accounting and Finance CODE: 1223 EEO: Professional FLSA: Non-Exempt

Class Definition:

Under general supervision and within the Department of Finance, on a Commission-wide basis performs a variety of complete professional accounting assignments at the entry level in accounting systems, such as general accounting, activities/grant management, accounts payable and treasury operations, the Comprehensive Annual Financial Report (CAFR) and regular reports; builds skills in accounting. Some work may be confidential or sensitive. As an individual contributor, the work results in the accuracy of various accounting products or services. Applies knowledge of professional accounting and processes of the Commission altogether to ensure one's own work products are accurate. Independently performs various types of analyses and solves conventional problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known and anticipated problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-grade employee); the incumbent plans detailed work steps within these parameters, independently resolves commonly encountered problems by selecting and applying the appropriate guides, and is to seek assistance with non-routine problems/issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors. Work is subject to review by management and internal and external auditors.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±75%) – specific functions/percentages vary by position

- General Accounting. Assists in maintaining assigned modules or funds within the financial systems or other systems. Assists in preparing, adjusting journal entries requested by the operating departments. Performs monthly reconciliation of assigned accounts. Researches and resolves recurring problems. Assists with establishing or maintaining lists of accounts and code numbers; inputs any required new accounts into the financial system, as assigned. Examines accounting records and source or supporting documents of various types, as assigned, for accuracy and completeness. Checks proper identification and classification of revenues and expenditures. Runs reports.
- Activities/Grants Management. Assists in maintaining assigned activity groups for grants or departmental programs. Performs monthly control reconciliation of assigned activities with the general ledger. Identifies discrepancies and prepares journal entry corrections; seeks assistance for moderately complex problems. Researches and resolves recurring and typical problems in the financial system, as assigned. May recommend any use limitations regarding activities. Reviews accounting records and source or supporting documents of various types as assigned, for accuracy and completeness. Checks proper identification and classification of revenues and expenditures. Runs Reports.

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- Treasury Operations. Records cash receipts under various systems. Deposits cash or check receipts. Researches cash receipt inquiries and bank reconciliation items. Oversees the review and distribution of Accounts Payable checks. Assists with the petty cash program. Prepares and records deposit slip orders and assists with the escheat property filing. Assists with preparing monthly tax collection reports, tax receipts and quarterly tax projections. May transmit electronic payments and handle bank files, forwards bank notifications to respective staff and assists with tax filings and routine journal entries. Handles check inquiries, voids and re-issues. Researches, reconciles and corrects discrepancies.
- Accounts Payable. Verifies check requests, to include Capital Improvements Projects (CIP) and non-CIP contracts, travel advances, reimbursements and miscellaneous, for proper documentation, authorization and necessary signatures, accuracy of account coding and compliance with guidelines; maintains retainage accounts; and initiates stop payment actions, as appropriate. Reviews and processes employee travel advances and reimbursements and posts interface files with proper documentation, authorization and compliance with guidelines. Maintains the lists of accounting codes in the subsidiary system. Enters data into spreadsheets; creates and maintains spreadsheets to track travel expenses, project payments, retainage, interface files and change orders. Researches and verifies a variety of information to include detection and resolution of discrepancies; prepares invoice redistribution entries. Responds to customer inquiries.
- Comprehensive Annual Financial Report (CAFR). Provides fiscal year-end support. Assists with the preparation of CAFR statements, schedules and journal entries for any assigned funds or accounts and the related Provided-by-Client (PBC) information for the auditors. Answers auditor's questions.

2. Other (±25%)

- Maintains confidentiality of data, including legally-protected personal information, sensitive compensation data, general ledger information and other sensitive information.
- Serves as a back-up for other accountants (or accounting technicians) in their absence.
- Answers questions and provides information on accounting requirements to managers and other customers, such as availability of funds, improper charges and transfers of funds. Explains accounting policies, procedures (including financial system procedures) and standards to managers and other customers.
- Examines accounting records and source or supporting documents of various types, as assigned, for accuracy and completeness. Investigates accounting errors. Makes adjusting entries to correct records.
- May be involved in system implementations, upgrades, training and related documentation for subject area.

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- Builds knowledge of, and skills in, accounting, and stays informed of changes in internal guidelines.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, accounting, reporting time and attendance and performing other functions.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying, the principles, methods, techniques and generally-accepted practices of professional accounting at the entry level in accounting systems; this includes (a) professional knowledge of Generally Accepted Accounting Principles (GAAP) and other guides such as Government Accounting Standards Board (GASB) and (b) knowledge of, and skill in using, accounting tools and systems of the organization, or ability to rapidly acquire or apply this knowledge or skill set.
- (2) Knowledge of accounting and financial management programs as well as knowledge of Commission organization, policies and procedures (including accounting processes, account codes, funding sources and other accounting-specific information)*.
- (3) Knowledge of key Commission work programs sufficient to review various accounting submissions and track spending across work program accounts*.
- (4) Knowledge of Commission organization, policies, and procedures*.
- *Typically acquired or fully developed primarily after employment in this job class.*
- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include detecting and correcting errors and discrepancies in data, reports and financial statements.
- C. Skill in communication to understand verbal and written information and to express such information so that others will understand.
- D. Interpersonal skills to interact effectively with contacts in a professional, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any related field.
2. One (1) year of experience in accounting that includes work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 5 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.