

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accountant II GRADE: 24 DATE: 8/5/2020
SERIES: Corporate Accounting and Finance CODE: 1224 EEO: Professional FLSA: Exempt

Class Definition:

Under direction and within the Department of Finance, on a Commission-wide basis performs a full range of professional accounting duties and responsibilities, which involves utilizing accounting systems, such as general accounting, activities/grants management, accounts receivable, capital assets, treasury operations; the Comprehensive Annual Financial Report (CAFR), regular and special reports, audit support, policy support and, as assigned, guidance to less experienced personnel. Ensures completeness, soundness and sufficiency in one's own accounting analyses. Some work may be confidential or sensitive. Provides a full range of accounting products as an individual contributor, which has an impact on major Commission accounts and key accounting products and services. Applies knowledge of professional accounting along with working knowledge of key work programs, budgeting, financial management programs and processes of the Commission altogether to ensure one's own work products are accurate. Independently performs various types of analyses and solves regular occurring problems; also solves a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of the functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with established policies or procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guidelines. The incumbent is to keep the supervisor informed and to seek assistance only for unusual matters. Work is expected to be accurate – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of sound judgment in identifying, assessing and presenting accounting solutions. Work is subject to review by internal and external auditors.

Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 75\%$) – specific functions/percentages vary by position
 - General Accounting. Maintains assigned modules or funds within the financial system or other systems. Prepares journal entries and budget adjustments requested by the operating departments; inputs and posts adjusting journal entries to the general ledger as needed; prepares month-end closing journal entries and such regular financial reports as quarterly budget projections. Researches and resolves recurring and typical problems. Performs monthly reconciliation of assigned accounts. Analyzes discrepancies to determine the cause and identifies required adjustments, coordinating with accounting, payroll, treasury and other personnel. Assists with design and application of policies, procedures, forms and reports to establish routine accounting systems. Establishes and maintains lists of accounts and code numbers, inputs any required new accounts into the financial system. Recommends any use limitations regarding new accounts. Runs the cost allocations and

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closes the module each month. Checks proper identification and classification of revenues and expenditures. Investigates accounting errors; makes adjusting entries to correct records. Runs reports.

- Activities/Grants Management. Maintains assigned activity groups for capital improvement projects (CIP), grants or departmental programs. Performs monthly control reconciliation of assigned activities with the general ledger. Identifies and analyzes discrepancies and prepares journal entry corrections; seeks assistance for more complex problems. Researches and resolves recurring problems. Establishes or maintains lists of activity numbers; inputs any required new activities into the financial system, as assigned. Recommends any use limitations regarding new activities. Reviews accounting records and source or supporting documents of various types, for accuracy and completeness. Checks proper identification and classification of revenues and expenditures. Runs reports.
- Accounts Receivable. Performs monthly control reconciliation of assigned balance sheet and revenue accounts with the general ledger. Identifies and analyzes discrepancies and prepares journal entry corrections. Reviews and enters accounts receivable data into the financial system. Applies payments received to invoices or bills. Researches, tracks and resolves unapplied payments by determining the nature or purpose of payments. Provides assistance with month-end closing by identifying and reconciling outstanding balances and preparing correcting journal entries. Analyzes and monitors activity in aged receivable reports for assigned accounts to determine status of accounts. Responds to customer inquiries and performs collection activities.
- Capital Assets. Computes asset cost and depreciation for financial reporting purposes. Enters or verifies data (item, cost, depreciation schedule) into the capital assets system; and creates or runs related reports. Maintains capital asset records, files financial documents and prepares financial reports. Reconciles capital asset accounts, prepares and analyzes reports and schedules for year-end audit. Prepares journal entries; runs financial reports and assembles and ensures proper financial documentation. Prepares month-end closing journal entries. Maintains the chart of accounts for capital assets, recommends and inputs any required new accounts into the financial system, and, as needed, works with management to update procedural documents. Closes the asset management module at fiscal year-end.
- Treasury Operations. Prepares monthly tax collection reports, records property tax receipts and prepares quarterly property tax projections. Ensures electronic payments and bank files are transmitted and matched to bank notifications, prepares and submits tax filings and records routine and non-routine journal entries. Researches, reconciles and corrects related discrepancies. Researches and resolves cash receipt or check inquiries and bank reconciliation items. Processes revenue interface files and resolves any related issues. Assists in maintaining other software interfacing into the financial system or used within Treasury Operations. Assists in preparing cash requirements, monitoring bank accounts to ensure sufficient funds are available for fiscal needs.

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Assists with monthly reconciliation of a variety of bank, balance sheet, petty cash and fund accounts. Responsible for facilitating petty cash program, including maintaining files, fund establishment, increases/decreases and the closing of funds. Ensures subsidiary ledgers are reconciled, researches issues and makes necessary corrections. Provides support, assistance and training to petty cash custodians, ensures files are kept updated and performs monthly reconciliations. Facilitates annual custodian compliance and reviews year end petty cash bank reconciliations. Coordinates banking services to resolve bank deposit inquiries, issues and adjustments. Oversees deposit slip orders, facility credit card set up/services and assists with documentation for bank fraud cases. Prepares and files annual escheat property returns. Prepares Provided-by-Client (PBC) information for the auditors and CAFR tables as required for year-end audit. Closes the treasury module and other assigned systems. Provides analysis and documentation to auditors.

- Comprehensive Annual Financial Report (CAFR). Provides fiscal year-end support. Prepares 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. Drafts narratives.

2. Other ($\pm 25\%$).

- 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. Investigates accounting errors. Makes adjusting entries to correct records.
- Participates in revenue and expenditure projections for the Commission by working with departmental personnel to prepare the statements and associated memos which will be presented to the appropriate Planning Board by upper management.
- May draft enhancements to existing, policies and procedures, and may recommend other changes.
- Serves as a back-up for other accountants in their absence.
- Answers questions and gives information on various accounting matters to managers and other customers such as availability of funds, improper charges, and transfer of funds; may advise on accounting solutions to work program accounting issues. Explains accounting policies, procedures (including financial system procedures) and standards to auditors, managers, consultants and other internal and external customers. As assigned, guides less experienced accountants or accounting technicians.
- Involved in system implementations, upgrades, testing, training and related documentation for subject area.

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- Maintains confidentiality of data, including legally-protected personal information, sensitive compensation data, general ledger information and other sensitive information.
- Builds knowledge and skills in accounting; seeks continuous improvement. Stays informed of changes in internal and external guidance concerning, and developments in, accounting and accounting aspects of programs and operations within areas of assignment.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including concerns, wants and needs of stakeholders, in relation to accounting matters; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, accounting, manipulating data, preparing presentations, reporting time and attendance, researching 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 in accounting systems; this includes (a) professional level 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 and processes of the Commission 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 a range of Commission work programs sufficient to review accounting submissions and track spending across various accounts*.
- (4) Knowledge of Commission organization, policies, and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in detecting and correcting errors and discrepancies in data, reports and financial statements. Examples include identifying and analyzing accounting discrepancies to determine cause(s) and making the necessary reconciliation(s); researching deposits and corresponding with customers to properly code remittances to ensure posting to proper accounts; and using mathematics in conjunction with accounting principles to reconcile accounts.

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- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to obtain desired results, including agreement or compliance.
- 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.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any related field.
2. Two (2) years of progressively responsible 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 6 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.