TITLE: Corporate Accountant III GRADE: 28 DATE: 8/5/2020 SERIES: Corporate Accounting and Finance CODE: 1225 EEO: Professional FLSA: Exempt

Class Definition:

Under direction and within the Department of Finance, on a Commission-wide basis leads professional accounting duties and responsibilities, which involves utilizing accounting systems for larger, more complex activities, 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 leadership or guidance of less experienced personnel. Ensures completeness, soundness, sufficiency and, as pertinent to the assignment, integration of work across accounting areas. Makes recommendations to implement or improve accounting policies, processes and procedures or makes other enhancements in accounting from a systemic perspective. Some work is confidential or sensitive. On a regularly recurring basis, the work has important impact on major accounts or accounting systems of Commission-wide significance. Applies comprehensive knowledge of professional accounting along with good working knowledge of key work programs, budgeting, and 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 conventional, non-standard and challenging 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 functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently leads, plans and carries out the work in conformance with these parameters, established policies, 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 highly complex or very sensitive matters. Work is expected to meet objectives effectively – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other related factors as use of skill and ingenuity in overcoming technical and non-technical problems. 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. Leads and manages assigned modules or funds within the financial system or other accounting systems. Ensures the adjusting of journal entries and budget adjustments requested by the operating departments; journal entries input and posted to the general ledger; preparation of month-end closing journal entries, and such regular financial reports as quarterly budget projections. Ensures analysis of discrepancies to determine cause and identification of required adjustments, coordinating with accounting, payroll, treasury and other personnel. Performs monthly reconciliation of assigned accounts. Designs or recommends policies, procedures, forms and reports to establish routine accounting systems for standardized aspects of larger, moderately complex activities such as capital projects, grants, contracts, programs and work units; implements approved policies and procedures. Ensures lists of accounts and code numbers are established and

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maintained, and any new accounts are input into the financial system. Specifies any use limitations regarding new accounts. Investigates accounting errors; makes adjusting entries to correct records or recommends correcting entries to less experienced staff. Checks proper identification and classification of revenues and expenditures. Runs reports. Runs the cost allocations and closes the module each month. Closes the general ledger module at month and fiscal year ends.

- Activities/Grants Management. Leads and manages assigned activity groups for capital improvements projects (CIP), grants or departmental programs. Ensures monthly control reconciliation of assigned activities with the general ledger. Ensures discrepancies are identified and analyzed and journal entry corrections are prepared; seeks assistance only for highly complex or very sensitive matters. Researches and resolves atypical problems. Ensures lists of activity numbers are established and maintained; new activities are input into the financial system. Recommends any use limitations regarding activities. Examines accounting records and source or supporting documents of various types, for accuracy and completeness. Ensures proper identification and classification of revenues and expenditures. Runs reports. Closes the activities module each month.
- Accounts Receivable. Leads monthly control reconciliation of assigned balance sheet and revenue accounts with the general ledger. Ensures discrepancies are identified and journal entry corrections are prepared or recommends entries to be corrected. Enters and oversees accounts receivable data entered into the financial system. Receives payments, ensures payments are matched to invoices or bills, applies payments, verifies payment amounts, identifies underpayments or overpayments and calculates balances. Tracks and recommends solutions to ongoing problems by account or operational unit. Ensures that unapplied payments are researched, tracked and resolved according to the nature or purpose of payments. Reconciles outstanding balances and prepares, correcting entries as needed. Confirms that activity in aged receivable reports is analyzed and monitored for assigned accounts and the status of accounts is determined. Responds to customer inquiries and performs collection activities. Closes the accounts receivable module each month.
- <u>Capital Assets</u>. Leads computations of asset costs and depreciation for financial reporting purposes. Ensures data is verified (item, cost, depreciation schedule) when entered into the capital assets system; and creates or runs related reports. Manages capital asset records, and financial documents, and ensures the preparation of financial reports. Leads the reconciliation of capital asset accounts and the preparation and analyses of reports and schedules for year-end audit; preparation of journal entries; and running of financial reports. Recommends new reports or enhancements to existing reports and assembles and ensures proper financial documentation. Ensures preparation of month-end closing journal entries and maintenance of capital assets, inputting any required new accounts into the financial system, and updates to procedural documents. Closes the asset management module at fiscal year-end.

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<u>Treasury Operations</u>. Leads and performs monthly reconciliation of all main bank accounts. Prepares journal entries to record all bank statement related items and corrections. In cases of bank error, contacts bank personnel concerning the required adjustments and ensures that adjustments are processed. Researches outstanding items and processes adjusting entries. Performs monthly reconciliation of a wide variety of other balance sheet accounts and funds as assigned. Reviews and approves journal entries prepared by subordinate staff, assists with resolving complex deposits and petty cash issues, and reviews escheat property filings. Coordinates monthly debt and bond payments. Reviews and approves monthly property tax journal entries and reviews quarterly property tax projections. Prepares monthly financial statements, quarterly agendas, minutes and other related material for meetings. Serves as backup to investment manager for cash requirements, monitoring bank accounts to ensure sufficient funds are available for fiscal needs, and handling basic investment sales/ purchases. Assists in managing Treasury office. Maintains and manages other software interfacing into the financial system or used within Treasury Operations. Assists with research for bank fraud cases. May assist in monthly investment reconciliations and reports, and making qualitative reviews of investment firms and Request for Purchases (RFPs). Prepares Provided-by-Client (PBC) and CAFR tables as required for year-end audit. Provides analysis and documentation to auditors. Ensures the treasury module and other assigned systems are closed each month.

• Comprehensive Annual Financial Report (CAFR). Leads fiscal year-end support. Ensures the accurate preparation of CAFR statements, schedules and journal entries for any assigned funds or accounts and the related PBC information for the auditors. Answers auditor's questions. Reviews Government Accounting Standards Board (GASB) pronouncements, assesses the impact on the CAFR, and prepares new footnote disclosures, as necessary. Drafts narratives.

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

- Ensures accounting records and source or supporting documents of all types are examined, as assigned, for accuracy and completeness. Confirms that proper identification and classification of revenues and expenditures are checked. Ensures accounting errors are investigated and adjusting entries to correct records are made.
- Leads participation in revenue and expenditure projections for the Commission by working with departmental personnel with the preparation of statements and associated memos which will be presented to the appropriate Planning Board by upper management.
- Reviews GASB issuances, audit reports and other materials, and recommends specific
 changes to policies and procedures consistent with these materials such as changes in
 controls and ways to identify and reconcile discrepancies.
- Maintains confidentiality of data, including legally-protected personal information, sensitive compensation data, general ledger information and other sensitive information.

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• Serves as a back-up for other accountants in their absence.

- Provides leadership and assistance. Provides training and technical assistance to other
 accountants on difficult assignments, to accounting technicians and to others; approves
 journal entries prepared by lower-grade personnel and may check other work. Answers
 questions and gives information on various accounting matters to managers concerning
 availability of funds, improper charges, transfer of funds and other matters; advises 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.
- Serves as lead and subject matter expert in system implementation, upgrades, testing, training and related documentation for various subject areas.
- Enhances knowledge and skills; 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) Comprehensive 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) Comprehensive 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) Comprehensive knowledge of a range of Commission work programs sufficient to review accounting submissions and track spending across various accounts and to advise on accounting solutions to work program accounting issues*.
 - (4) Knowledge of Commission organization, policies, and procedures*.

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

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- B. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include performing monthly reconciliations of a wide variety of bank and liability accounts such as the concentration account covering all receipts and disbursements from the operating fund, the payroll account covering payroll checks and advices, payroll liability accounts (such as Federal Insurance Contributions Act (FICA), retirement savings, health insurance), bond fund accounts, clearing accounts, investment accounts and depository accounts; researching deposits and corresponding with customers to properly code remittances to ensure posting to proper accounts; and identifying need for and recommending specific changes to policies and procedures consistent with GASB issuances and audit reports.
- 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 perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.
- 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 or a leader of a team.
- E. Skill in using a computer, modern office suite software, 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. Four (4) 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 8 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.