

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accountant III

GRADE: 28

DATE: 8/5/2020

SERIES: Corporate Accounting and Finance CODE: 1225 EEO: Professional FLSA: Exempt

- Treasury Operations. 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 (±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.

