

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Manager GRADE: 34 DATE: 8/5/2020
SERIES: Corporate Finance and Accounting CODE: 1252 EEO: Officials/Admin FLSA: Exempt

Class Definition

Under general direction and within the Department of Finance, manages a section within the Corporate Accounting Division that performs a wide range of professional accounting functions for the Commission such as, but not limited to, systems accounting, accounts receivable, fixed assets accounting, the general ledger, the Comprehensive Annual Financial Report (CAFR), regular and special reports, audit support and policy support. Performs a full range of supervisory functions; may oversee the work of consultants. Plans, develops, coordinates and ensures effective products and services within assigned functions. Identifies need for revised, enhanced or new policies, procedures, processes or programs; identifies and implements solutions to routine and non-routine problems and makes or recommends accounting business process improvements; ensures coordination with stakeholders within and outside the Corporate Accounting Division; and ensures programmatic compliance and added value. Ensures completeness, soundness, sufficiency and, as pertinent to the assignment, integration of section work across assigned accounting functions. Serves as member of the Division's management leadership team and as a senior internal consultant on accounting and financial management matters by applying special expertise in one or more functional domains. Some work is highly confidential or highly sensitive. On a regularly recurring basis, the work has important impact, Commission-wide, on accounting products, services, programs or systems including high profile or high stakes matters. Applies comprehensive knowledge of professional accounting along with good working knowledge of related fields of financial management, and knowledge of a wide range of Commission-specific bodies of information altogether to ensure unit work products and services are effective. Independently performs various types of analyses and solves conventional, non-standard and challenging problems to ensure accuracy, adequacy and effectiveness in assigned functions. 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. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities, and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective financial management products and services including soundness of management advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination challenges.

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±50-55%)
 - Manages assigned work programs and unit. Keeps unit staff informed of Commission policies and procedures; establishes unit work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures);

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Manager

GRADE: 34

DATE: 8/5/2020

SERIES: Corporate Finance and Accounting

CODE: 1252

EEO: Officials/Admin

FLSA: Exempt

manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants.

- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control/Related (\pm 25-30%)

- Performs management-related quality assurance/control/related work such as:
 - Leads review of pronouncements of the Government Accounting Standards Board (GASB) and development of accounting solutions and policy proposals consistent with Generally Accepted Accounting Principles (GAAP).
 - Reviews journal entries, bank reconciliations and investment entries/reconciliations in a timely and accurate manner.
 - Reviews the General Funds and Enterprise Funds quarterly projection memorandums and financial statements in a timely and accurate manner along with the Risk Management and Group Insurance Funds financial statement projections.
 - Reviews the Uniform Financial Reports for the State of Maryland to ensure that the reports are submitted properly and in a timely manner.
 - Reviews and signs off on monthly Capital Improvements Program (CIP) billing to Montgomery County and all grant billings for both Montgomery and Prince George's Counties before submission to the Secretary-Treasurer for signature.
 - Ensures unit regularly reviews existing policies and programs to identify and address updates needed to comply or align with changing Federal, Maryland, County requirements and industry standards, reflect best practices, and communicate and support organizational practices and needs.
 - Leads special studies, projects and initiatives; ensures that analysis is comprehensive, accurate and objective, that recommendations are supported through clear and well-documented analysis.
 - Implements policies or programs, monitors actions and ensures that implementation is carried out effectively.
 - Effectively communicates newly adopted policies or programs to ensure understanding and effective application.
- Manages preparation and publication of the Commission's CAFR, which is prepared in accordance with GAAP. Assists in coordinating with the external auditors and facilitates resolution of audit-related requirements.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Manager

GRADE: 34

DATE: 8/5/2020

SERIES: Corporate Finance and Accounting CODE: 1252 EEO: Officials/Admin FLSA: Exempt

- Reviews modules or funds within the Enterprise Financial Management (EFM) system or other accounting systems. Reviews adjusting journal entries and budget adjustments requested by the operating departments. Designs, reviews or approves policies, procedures, forms, ledgers, journals, and reports to establish routine accounting systems for larger, more complex activities such as grants, contracts, payroll, projects, programs and work units. Approves any use limitations regarding new accounts. Each fiscal year reconciles the new budget before downloading into system.

3. Other ($\pm 20\%$)

- Serves as a member of the Division's management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with other managers within the Division, and works with broader scope and senior management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Division-wide changes in policies and procedures, and implement the Commission's overall accounting program. Makes presentations to the Department Director and higher levels concerning accounting operations, the CAFR or proposed changes in policies, procedures and work methods.
- Serves as a senior internal consultant on accounting by applying special expertise in one or more functional domains such as systems accounting or the CAFR. Prepares formal studies, policy papers, executive summaries, final documents, and makes formal presentations.
- Facilitates, serves as lead and subject matter expert for system implementations, upgrades, testing, training and ensures related documentation for various subject areas.
- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive information.
- Performs environment scans to proactively identify and prepare for, inform others of, and respond to emerging issues in the accounting domains of the unit.
- Stays informed of developments in the accounting domains of the unit, and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts; this includes preparing (or ensuring that staff members prepare) provide-by-client (PBC) information requested by auditors, providing data, or access to data, in user-friendly forms, and answering their questions. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including perspectives, concerns, wants and needs of stakeholders, in relation to accounting matters; seeks to obtain agreement, gain compliance or achieve other desired results.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Manager GRADE: 34 DATE: 8/5/2020
SERIES: Corporate Finance and Accounting CODE: 1252 EEO: Officials/Admin FLSA: Exempt

- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, accounting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, 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 as a unit manager in such functions as systems accounting, accounts receivable, the general ledger, fixed assets accounting and CAFR development/production; this includes (a) professional level knowledge of GAAP and other guides such as GASB issuances and (b) knowledge of, and skill in using, accounting tools and systems of the organization, or ability to rapidly acquire and apply this knowledge or skill set.
- (2) Knowledge of accounting and financial management programs and processes of the Commission.*
- (3) 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 (including accounting processes, account codes, funding sources and other accounting-specific information).*

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

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge or skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. 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 applying a wide variety of qualitative and quantitative measures to analyze accounting problems; developing options for enhancement of programmatic or operational policies, processes and procedures; preparing the CAFR; performing environment scans to prepare for and respond to emerging accounting management issues; identifying need for and making or approving changes to policies and procedures consistent with GASB issuances and audit reports; and selecting and applying various leadership techniques to unit operations and HR matters.
- D. 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 or 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.

