



## The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Director                      GRADE: 38                      DATE: 8/5/2020  
SERIES: Accounting and Finance      CODE: 1273      EEO: Official Admin      FLSA: Exempt

### Examples of Important Duties (Estimated Percentages):

#### 1. Unit Management/Staff Supervision (±30-45%)

- Manages the Corporate Accounting Division; which includes general accounting, accounts payable/disbursements and Treasury Operations units. Keeps Division staff informed of Commission policies and procedures; establishes work program goals and objectives of the Division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the Division; develops, recommends and administers approved Division budgets (controls expenditures); manages Division staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions Division-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 (±30-40%)

- Manages the Commission-wide accounting program and system. Assesses ongoing informational, business needs and develops technology strategies to be incorporated Commission-wide. Plans, acquires, implements and supports various automated financial systems (i.e., General Ledger). Conducts research on emerging technologies. Reviews technical literature, stays informed of the latest accounting software developments.
- Manages the production of the Commission-wide Comprehensive Annual Financial Report (CAFR). Oversees the annual year-end audit and year-end closing process including the preparation of the Maryland Uniform Financial Report.
- Supervises the preparation of the quarterly operating budget and enterprise projections.
- Oversees the accounting for the Commission-wide Capital Improvement Program (CIP) and DebtService/Arbitrage compliance programs.
- Assists Secretary-Treasurer in planning, development, implementation and support of various Finance Department work programs.
- Participates in the development and implementation of goals and objectives and makes recommendations for changes and improvements to existing standards and procedures.

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- Responds to inquiries from various stakeholders regarding Commission-wide accounting reports, procedures, billings and payments; resolves problems.
  - Represents the Department/Division(s) in meetings with a wide range of staff within the Commission. On occasion, represents the Department/Division(s) in meetings with staff from outside agencies.
3. Other ( $\pm 10-20\%$ )
- Serves as a key member of the Department's management leadership team. Leads the Division's management leadership team. Identifies, recommends and implements new work methods, policies and procedures to enhance productivity and effectiveness. Works with all division chiefs within the Department, and Commission-wide works with broader scope and higher level management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Commission-wide, Department- and Division-wide changes in policies and procedures, and implement the work programs. Makes presentations to the Department Director and higher-level management concerning proposed changes in policies, procedures, and work methods. Ensures representation of the Department in Commission-wide initiatives.
  - Maintains confidentiality of data, including legally-protected personal information, sensitive programmatic data, and other sensitive information.
  - Stays informed of developments in the treasury and investment domains, and of changes in guidelines applying to the areas of work focus.
  - Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, members of the Executive Committee. 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 and/or treasury/ investment 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 (email), word processing, accounting-banking-investing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

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### Important Worker Characteristics:

- A. (1) Extensive knowledge of, and skill in applying, the principles, theories, and practices of governmental finance management and at least one of the following: (a) general accounting; (b) treasury operations; (c) accounts payable and Federal and State regulations governing municipal accounting, fiscal controls and financial management\* (i.e., Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), State of Maryland Land Use Policy\*; (d) budgeting; (e) auditing; the negotiation and management of complex financial transactions and reporting; and (f) software applications such as spreadsheet and word processing and financial and accounting management systems.
- (2) Knowledge of (a) governmental fund and grant accounting procedures; (b) auditing; (c) business administration; (d) Commission operating departments, needs and political landscape\*; (e) statistical analysis; and (f) customer service.
- (3) Knowledge of Commission organization, policies, and procedures (including accounting and investing processes, account codes, funding sources and other accounting and investing specific information).\*

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

- B. Management/supervisory skills to effectively manage and develop professional staff, monitor performance, develop and evaluate performance goals, train and develop skills and abilities, provide leadership, follow Commission personnel policies and procedures and recognize and recommend personnel actions including recruitment, selection, promotion, transfer and discipline.
- 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 identifying subtle aspects of problems and developing solutions. Examples include detecting and resolving discrepancies in accounting records and solving complex problems involving many variables.
- D. Considerable 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, skill in encouraging effective communication by others such as line managers concerning problems, skill in communicating effectively with various stakeholders having diverse viewpoints concerning complex or highly sensitive issues.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, 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 concerning highly complex or highly sensitive matters.

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F. 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 Accounting, Business Management, Business Administration or any related field.
2. Eight (8) years of progressively responsible experience that includes substantive 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 12 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.