

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Performs a variety of professional-level accounting work, mainly concerning general ledger, accounts receivable, accounts payable, and fixed assets operations. This is a developmental level job at the 'middle rung of a career ladder' that is intended to lead to the full performance professional level of work. Accordingly, the incumbent typically receives increasingly complex and responsible assignments, and builds one's own knowledge and skills, as an integral part of the job. Work requires the application of established and standardized accounting procedures, methods, processes and practices, and ability to rapidly acquire and apply knowledge of, and use Airports Authority specific processes, procedures, practices, systems and other standards and guides. Duties include but are not limited to:

General Ledger:

--Inputs and prepares journal vouchers for posting to the general ledger; prepares month-end closing journal entries.

--Performs monthly reconciliation of a variety of bank and liability accounts including 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 FICA, retirement savings plans, health insurance, etc.), bond fund accounts, clearing accounts, investment accounts and depository accounts). Analyzes discrepancies to determine the cause and identifies required adjustments, coordinating with responsible accounting, payroll, treasury, and sub-contractor personnel. Prepares adjusting general ledger entries. In cases of bank error, contacts bank personnel concerning the required adjustments and monitors subsequent statements to ensure that adjustments are processed.

--Prepares and assists in analyzing monthly and year-end financial statements, reports, and schedules for audit.

--Maintains the Chart of Accounts, inputting any required new accounts and/or cross references into the financial system and assisting in updating the Chart of Accounts Manual regarding the proper use and/or limitations regarding any new accounts.

--Prepares monthly schedules for health and life insurance expense. Compares actual expense transactions with amounts withheld and records necessary adjustments.

Accounts Receivable:

--Maintains understanding of proper and efficient utilization of remittance processing procedures within Airports Authority accounting systems; receives payments, matches payment received to invoices or bills, and applies payments, and calculates balances. May apply credits and discounts based on policy and procedure.

--Enters revenue and accounts receivable data into the Enterprise Resource Planning (ERP) system; codes cash receipts based on customer remittance advice, system information and Airports Authority operating procedures.

--Processes customer remittances; verifies payment amounts, identifies underpayments or overpayments and initiates customer refunds; researches deposits and corresponds with customers to properly code remittances to ensure posting to proper accounts.

--Tracks and recommends solutions to ongoing problems by account or operational unit. Researches, tracks and resolves unapplied payments by determining what payments are for (rent, landing, etc.).

--Performs monthly reconciliations and compares amounts processed on the accounts payable detailed report and reconciles to the general ledger.

--Analyzes and monitors activity in the Aged Receivables report for assigned accounts to determine the status of accounts; calculates late charges.

--Responds to customer inquiries and assists in collection work such as preparing first and second debt collection letters in accordance with established policy; may make collection calls to customers inquiring about delinquent balances.

Accounts Payable:

--Processes electronic and paper invoices/bills received; codes invoices/bills, matches invoices to authorized purchase orders, compares for accuracy with the receiving report and arranges for corrections or credits, as appropriate; applies available credits and discounts to payments.

--Adds new vendors to the enterprise resource planning (ERP) system master vendor file noting applicable credits and cash or net discounts; processes approved payments and enters them into the appropriate general ledger or accounts payable sub ledger.

--Reviews and processes such expense administration payments as employee business reimbursement.

Fixed Assets:

--Assists in maintaining fixed asset records, maintains the filing of financial documents, and prepares financial reports.

--Assists with reconciliation of the fixed asset accounts and preparation and analysis of reports and schedules for year-end audit.

--Prepares non-complex and moderately complex journal entries, assists with financial report preparation, and assembles and ensures proper financial documentation.

--Prepares month-end closing journal entries, maintains the Fixed Asset Project Status Report, and prepares related financial statement reports.

Other Duties:

--Maintains the storage of financial documents on *Livelink* or other comparable document management system.

--Maintains confidentiality of data, including legally-protected personal information, compensation data, general ledger information and other sensitive information.

--Assists with inputting and posting of journal vouchers to the general ledger, reconciliation of the fixed asset accounts and preparation and analysis of reports and schedules for year-end audit.

--Serves as a back-up for the Accountant (Cash Receipts, Accounts Payable or Fixed Assets) in those individuals' absence. As back-up, prepares and inputs cash remittance information into the financial system, maintaining an acceptable level of accuracy. Provides assistance during periods of excessive workload or deadline considerations.

--Uses a computer for various office applications (email, word processing, spreadsheets, etc.), and ERP system, as well as specialized accounting systems used in the department.

--Communicates and interacts effectively with internal and external business contacts, including, but not limited to other members of the unit/team, and other Airports Authority employees.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both parts of the MQs listed below at the time of vacancy announcement closure.

1. (a) A Bachelor's Degree in any field providing strong foundation for successful performance of the DUTIES in this job description, provided the Degree includes a minimum of 12 semester hours in accounting or closely related courses (such as Principles of Accounting, Intermediate Accounting, Cost Accounting, Finance, Audit, Accounting Information Systems, Government Accounting or Fund Accounting) **or**, an equivalent combination of education, experience and training totaling four years, which include the same 12 semester hours specified above.
2. Three years of progressively responsible experience in accounting or auditing (with emphasis

in accounting) that includes substantive work in the range of DUTIES in this job description. (A Master's Degree in any field providing strong foundation for successful performance of the DUTIES in this job description may be substituted for both of these two years.)

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

None

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Professional knowledge of (a) Generally Accepted Accounting Principles (GAAP), (b) other guides, such as Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) issuances, and (c) professional accounting practices, methods and techniques, altogether to reconcile accounts receivable, accounts payable and fixed assets account balances, reconcile bank accounts, prepare adjusting entries to the sub ledgers, prepare schedules and reports, perform monthly reconciliations, and perform related functions.
2. Knowledge of the Airports Authority's financial systems and accounting structure for the general ledger, accounts payable, accounts receivable, and fixed assets accounts, etc., to reconcile bank statements, prepare cross references for new accounts, prepare schedules and reports, calculate late charges and prepare debt collection letters in accordance with established policy and perform related functions.
3. Skill in problem solving to apply knowledge and experience to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations and decisions. Example includes skill in identifying and analyzing accounting discrepancies to determine the cause(s) and make the necessary reconciliation(s).
4. Skill in using a computer and a variety of software (such as Microsoft Office Suite, Internet search engines, Oracle ERP system, Hyperion Planning, and *Livelink*) to maintain records and develop reports, and to plan, schedule, communicate, word process, calculate, and retrieve/record information.

5. Skill in oral communication to understand verbal information (facts, policies, etc.) and to express such information verbally so that others will understand. Examples include exchanges of information with customers to verify payment amounts and properly code remittances and respond to customer inquiries, with co-workers, other internal business contacts and such external business contacts as bank personnel regarding bank statements.
6. Skill in written communication to understand written information (facts, policies, etc.), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand. This includes skill in maintaining the Chart of Accounts, in reviewing financial statements and reports, prepare summaries of cash receipts for month financial statements, add new vendors to the ERP system master vendor files and noting applicable credits and cash or net discounts, and in preparing analyses of financial information.
7. Interpersonal skills to interact effectively with co-workers, customers and business contacts in a businesslike, customer service-oriented manner.
8. Ability and willingness to work under pressure and tight timelines during peak periods typically linked to budget, accounting, and reporting cycles.

RESPONSIBILITY Is responsible for professional accounting work at the developmental level working mainly with general ledger, accounts receivable, accounts payable or fixed assets accounts while building accounting knowledge and skills. Work directly supports maintenance of accurate and timely accounting/financial reporting systems for the Airports Authority.

Works under normal supervision and typically reports to a Manager. The supervisor (Manager) makes assignments by providing background and other context, defining objectives, priorities and deadlines, and providing any special instructions. Reoccurring work is carried out independently. The incumbent plans and carries out the successive steps based on precedents, accepted accounting principles and practices, instructions and the like; keeps the supervisor informed of day-to-day progress and problems and, as they arise, sensitive issues. The incumbent may receive addition technical guidance from the supervisor or higher-grade accountants to resolve unfamiliar accounting problems and new or unusual issues as they arise. Completed work is subject to various controls and typically reviewed in terms of timeliness, accuracy, quality, quantity, attainment of assigned objectives, and other factors as specific performance management goals and measures.

Guidelines include GAAP, GASB issuances, and FASB advisories, standard accounting methods and practices, the Airports Authority Accounting policies and procedures, and accounting publications/references. The incumbent uses judgment to carry out the accounting process, identify the cause(s) of discrepancies, the necessary adjustments, when needed, and follow-up to ensure that corrections are made. New and unusual issues are typically brought to the supervisor or a higher-grade accountant for guidance or confirmation of the approach selected by the incumbent.

EFFORT Work is primarily sedentary, but requires moving about to obtain work information. The incumbent may sit for extended periods while performing desk work. Regularly uses a computer, a

telephone and other office equipment. Typically exerts light physical effort in opening/closing file drawers, retrieving files and otherwise moving about. Regularly reviews accounting documents containing small print.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure from tight deadlines.

OTHER SIGNIFICANT JOB ASPECTS None