

***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 broad range of staff accountant work, including complex construction project accounting (job cost accounting) and financial reporting and analysis activities in support of the Silver Line Metrorail Extension Project (Rail Project). Works as a team member with persons in other disciplines, such as project management and contracting. Assists the supervisor and others in the financial realm in the preparation and review of critical project accounting and financial reporting. As assigned by supervisor (Controller, Rail Project), leads and instructs others, which may include Rail Project accounting contractor staff, on completion of routine accounting work. Reviews and interprets accounting entries from Rail Project sub-ledgers and general ledger, prepares and analyzes internal and external financial reports and recommends actions to be taken. Ensures account reconciliations are timely and accurate.

--Leads day-to-day Rail Project cost accounting and financial reporting and analysis activities. Leads and coordinates all recurring (monthly, quarterly, etc.), one-time and annual project cost accounting and financial reporting for the Rail Project, in coordination with the supervisor, the Deputy Project Director for Finance and others, as appropriate. Reviews project progress reports, transactions, account reconciliations, databases, data collection methods, investigation/research by others, and follows through to ensure the Rail Project general ledger, projects modules and other subsidiary systems accurately reflect Rail Project accounting activities.

--Maintains integrity of financial data in Rail Project financial systems and strives to enhance utilization of financial systems to facilitate maintenance of internal controls, transaction processing and financial reporting.

--As assigned, leads process analysis assignments by reviewing and researching account variances and origination. Creates, recommends, and presents process and procedure changes based on analysis. Identifies trends and develops analysis for variances.

--Coordinates preparation, review, analysis and distribution of monthly financials and assists in the preparation of reports to Rail Project funders and other stakeholders, supporting financial schedules, Rail Project progress-cost status reports, variance analyses, close processes, audits, and ad hoc reporting to both internal and external parties.

--Ensures timely and accurate recording and other accounting treatment of funds from or charged to various funding sources and funders, including County, State, Federal and private sector entities.

--Provides vendors with statistics and cost allocation data on recurring bases. Based on vendor calculations, ensures accurate results are posted to Rail Project accounting systems.

--Leads special projects, as assigned, by assisting in, and recommending the development and implementation of, accounting processes, policies, procedures and controls, and changes in reporting formats, as needed to facilitate improvements in processes, policies, procedures and

controls for the Rail Project or in communicating financial data in accordance with Airports Authority, Federal, State, County and Interstate Compact Agency (Washington Metropolitan Area Transit Authority – WMATA) regulations, guidelines and partnership requirements.

--Works closely with other Rail Project accounting staff, project controls staff, project designers, project construction managers, project contracting officers and other project team members to ensure a cohesive effort. Provides technical guidance to lower-grade accountants, as assigned by the supervisor.

--May operate a motor vehicle to attend meetings and perform related functions.

--\*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 all parts of both 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**  
  
(b) A combination of post-High School education, experience and training totaling four years, which include the same 12 semester hours specified above.

2. Five 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 Masters Degree in any field providing strong foundation for successful performance of the DUTIES in this job description may be substituted for two of these five years.) These five years must include (a) specialized experience in construction project cost accounting (to include working closely with project controls staff, project designers, project construction managers, project contracting officers and other project team members) in addition to (b) professional-level accounting experience in accounts receivable, accounts payable and the general ledger.

### **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.

1. Current designation as a Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

2. Substantive experience as a project cost accountant in a construction project of \$500 million or more that was/is Federally-funded, partially or wholly; *including* FTA or FHWA funding.
3. Current certification as a Project Management Professional (PMP).

### **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. *All local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job; ability to rapidly acquire them is required at application/placement.*

1. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and the accounting and/or program rules and standards of the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and other organizations/agencies to correctly calculate, record and account for use of funds obtained through various business activities and funding/funders, as appropriated by Federal, State or local agencies or private funders.
2. Comprehensive knowledge of financial reporting and how information posted to the Airports Authority's system affects the Rail Project and Rail Project funds and other funds, projects, and programs to help ensure accuracy of the Rail Project accounting and financial reporting.
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.
4. Skill in using a variety of software (including Microsoft Office Suite, Internet search engines, the Airports Authority's Oracle enterprise resource planning (ERP) system, and *Livelink, which is* on the Airports Authority's Intranet) to plan, schedule, communicate (email), word process, calculate, retrieve/record information (specialized software), present (PowerPoint), etc. Skill emphasis includes skill in using Microsoft Excel to calculate, manipulate and analyze data using standard Excel functionality such as formulae, functions and formatting and skill in processing data, retrieving data, and financial reporting in an integrated financial system (such as the Airports Authority's ERP).
5. Skill in oral communication to understand verbal information (facts, policies, etc.) and to express such information verbally so that others will understand, and in certain circumstances, be convinced or persuaded. This includes skill in encouraging effective oral communication by others concerning project progress, project costs accounting, financial reporting, etc.
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, and in certain circumstances, be convinced or persuaded. This includes skill in the review of the written work of others, such as project progress reports, project contracts, project accounting reports and project accounting policies.

7. Interpersonal skills to interact effectively with others in customer service oriented, businesslike 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 leading, in support of the supervisor (Controller, Rail Project), the accurate and timely reporting and analysis of Rail Project job cost accounting to track all financial aspects of the Rail Project. This includes working closely with other Rail Project team members and ensuring that the Rail Project accounting records accurately reflect Rail Project financial transactions. Work significantly affects the accuracy and adequacy of financial information used by Rail Project decision makers in project management.

Reports to the Controller, Rail Project. Most work flows directly to the incumbent as a function of assigned duties and responsibilities. Deadlines for completion of work are normally linked to project progress reporting cycles and project accounting reporting cycles. Routine and most non-routine work assignments are carried out independently – reconciliation of complex accounting discrepancies, identification and troubleshooting of systemic problems, etc., with occasional in-process review by the supervisor. Incumbent uses conventional cost accounting methods to reconcile project accounting data with general ledger data and to analyze internal controls over accounts. Assists supervisor with Rail Project recurring reports, special reports and year-end processes, as well as process improvement initiatives, by coordinating and reviewing project progress and project financial reporting. The incumbent brings recommendations that have critical impact to the supervisor for final approval. Completed work is reviewed to ensure compliance with generally accepted accounting principles and practices, Rail Project and Airports Authority accounting policies and procedures, accuracy, adequacy, timeliness, customer service, performance management goals and measures, and other factors.

Guidelines include but are not limited to GAAP, GASB and FASB standards, Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and other Federal funding and reporting requirements/guides, the Accounting Policies and Procedures manual, software manuals, the Costs Breakdown Structure, the Chart of Accounts, and accounting publications. The incumbent uses judgment and initiative to modify and prepare reports, improve accounting workflow and processes, reconcile discrepancies and recommend systematic changes considering the guidelines above and Airports Authority finance and accounting needs, as established and communicated by the supervisor.

**EFFORT** Work is mainly sedentary; moves about to obtain and distribute work materials, coordinate with others, etc. May sit for extended periods while performing desk work. Regularly uses a computer, telephone, calculator and other electronic devices. Typically exerts light physical effort in opening/closing file drawers, retrieving files, etc. Regularly reviews

project progress and accounting reports containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

**WORKING CONDITIONS** Works in a, adequately-lighted, -ventilated and -temperature controlled office setting.

**OTHER SIGNIFICANT JOB ASPECTS** None