

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

DUTIES Serves as Accountant (Concessions & Utilities) in the Accounting Department (Department) of the Office of Finance, Metropolitan Washington Airports Authority (Airports Authority). Enters Concessions and Utilities revenue and accounts receivable data into the accounting system; prepares billing invoices and performs analysis and reconciliation of assigned accounts. Performs related functions.

--Processes revenue transactions for all concession accounts that include parking, rental cars, food service, etc. for National and Dulles Airports. Prepares monthly concession revenue accrual for each account. Evaluates certified statements provided by concessionaires concerning operating activities, including both revenue and expense data. Resolves any discrepancies between the statements and payments with the Contract Management Branch at each airport or the concessionaire, as appropriate. Estimates gross receipts less operating expenses and less any additional charges. Coordinates with contracting personnel at each airport concerning unusual activities (such as ad hoc contract changes, significant increases or decreases in passenger traffic, etc.) that impact accrual estimates. Reconciles concession accounts by vendor with the general ledger, utilizing an off-line spreadsheet (Excel) independent of the automated system.

--Updates and maintains contract and lease master records in the accounting system. Maintains special filing system for cash receipts, invoices, certified statements and contracts required for audit purposes. Reviews and analyzes the terms and conditions of revenue contract proposals to ensure consistency and compliance with Authority financial objectives and policies.

--Administers the Utility Management and Billing subsystem. Enters data from the monthly utility meter reports for National and Dulles airports into the subsystem. Determines if there are significant or unexplainable changes in tenants' utility usage through comparison of data from previous reports, e.g., usage during the previous quarter and one year ago. Contacts airport tenants, as needed, concerning changes in usage prior to billing. Prepares invoices for all utility usage (electricity, water, gas and sewage) for tenants at both airports. Updates the applicable revenue and receivables general ledger accounts with data from the subsystem. As requested, prepares itemized utility cost reports by customer.

--Administers the Telecommunications Billing subsystem. Executes data uploads from the BAFIS billing system into the Authority's Revenue Management System. Determines if there are significant or unexplainable variances in tenants' telecommunications usage through comparison of data from previous reports, e.g., usage during the previous quarter and one year ago. Contacts airport tenants, as needed, concerning changes in usage prior to billing. Oversees the preparation of the invoices from the BAFIS system for all telecommunication invoices for tenants at both airports. Updates the applicable revenue and receivables general ledger accounts with data from the subsystem. As requested, prepares itemized telecommunication cost reports by customer.

--Records revenue from taxi operations, limousine operations, and Transportation Network Companies (TNCs). Prepares invoices for taxicab scrip for the airlines to reimburse the Authority for taxi fares for customers due to flights delays, cancellations, etc., on a monthly basis

from information from the Contract Management Division at Ronald Reagan Washington National Airport. Identifies discrepancies such as differences in reported revenue versus actual revenue, missing check numbers, etc. and resolves directly with the Contract Management Division.

--Performs monthly control reconciliation of assigned accounts with the general ledger. Identifies discrepancies between the detail ledger and the general ledger, analyzes individual transactions to determine the reason for discrepancy and prepares correcting journal entries. Analyzes concessions, utility and telecommunications revenue data and performs variance analysis for inquiries by internal and external auditors, contract administrators and property and concession managers. Analyzes and researches outstanding bank reconciliation items and works with reports and controls to resolve.

--Prepares monthly summary of operating cash receipts and accounts receivable aging report for monthly financial statements. Prepares financial reports for settlement and for the Authority's annual Consolidated Annual Financial Report.

--Provides on the job training and technical assistance to lower grade accountants, interns and substitutes.

--Analyzes concession revenue and utility revenue information and reports findings and analysis to Authority finance managers including the Controller and the CFO.

--Assists in entering daily cash deposits received from the lockbox and from various depository banks for National and Dulles Airports. Identifies receipts to the correct customer account and type of invoice and records transactions in the automated Accounts Receivable accounting system, and ensures the cash is properly coded. Researches deposits not properly identified to ensure posting to the proper account. Prepares invoices to record receipts for various types of miscellaneous revenue (e.g., parking decals, taxi permits, etc.)

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), vendors, suppliers, and tenants.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and perform or conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special systems/software used in the office such as PROPworks and Oracle.

--*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. 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 fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these three years of experience. For example, a master's degree in any field that indicates the ability to successfully perform the DUTIES in this job description may be substituted for two years of experience.

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. Experience in using PeopleSoft, SAP or Oracle and advanced knowledge of Microsoft Excel.

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, (c) a revenue management system; and (d) professional accounting practices, methods and techniques, altogether to reconcile accounts receivable, and accounts payable 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 airport office concession contractors' operating activities, utility management billing process and the telecommunications activities to prepare monthly accrual estimates for concession accounts..
3. Knowledge of the Airports Authority's financial systems and accounting structure for the general ledger, , and accounts receivable accounts, etc., to , prepare cross references for new accounts, prepare schedules and reports, in accordance with established policy and perform related functions.
4. 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).
5. Skill in basic mathematics to prepare concession accruals, prepare invoices and reconcile accounts.
6. Skill in using a computer (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), develop reports, and perform or conduct research (includes Internet use to search out new products and technologies and keep up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special systems/software used in the office such as PROPworks and Oracle.
7. 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 and external business contacts. .
8. 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 , in reviewing financial reports, prepare summaries of cash receipts for month financial statements, and in preparing analyses of financial information.
9. Interpersonal skills to interact effectively with co-workers, customers and business contacts in a businesslike, customer service-oriented manner.
10. 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 the operational activities for the Concession & Utilities accounts including processing cash receipts to the Accounts Receivable accounting system, preparation of invoices using the Revenue Management System, reconciliation of accounts with the general ledger and preparation of monthly concession revenue accruals. Work requires the application of accepted accounting practices and techniques to ensure proper tracking and reporting of revenue data. The incumbent stays up-to-date with concession operations and changes in contract provisions which impact on revenue. Concession, utility and telecommunications revenue estimates require consideration of a variety of factors, e.g., prior year and prior month's revenue, industry trends and the impact of the Capital Improvement Program on operations.

Reports to Manager, Revenues, Credit, and Collections (Supervisor). Works under normal supervision; reoccurring work is carried out independently. The Supervisor makes assignments by providing background and other context, defining objectives, priorities and deadlines, and providing any special instructions. 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

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, 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