Job Description- Manager, Financial Systems & Project Management

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

FUNCTIONAL DUTIES Serves as Manager, Financial Systems and Project Management in the Office of Finance (Office), Metropolitan Washington Airports Authority (Airports Authority). Performs a broad range of managerial, professional, and analytical work in financial analysis, including managing and facilitating the day-to-day operations of a team responsible for developing and coordinating the Office of Finance’s strategic initiatives, performing special projects, and providing functional support for the Airports Authority’s Enterprise Resource Planning (ERP) system. Performs related functions.

Through subordinate staff and consultants or personally:

--Analyzes financial, operational, and management data (including accounting, budget and cash management data) to interpret the composite financial results of capital development and business operations. Develops models for financial planning and Office decision making. Develops business unit profit and loss analysis and makes recommendations for efficient financial processes; analyzes trends in the various supported business units, as assigned, and makes recommendations to improve service delivery.

--Provides financial expertise in the initial planning stages of business initiatives, projects, and negotiations; analyzes assumptions, revenue implications, and operational impacts; and resolves all financial issues for final business proposals.

--Leads project management activities for the annual financial audit and other audits within the Office of Finance. Develops project management plans, schedules, etc., to ensure requirements related to audit deliverables, including the Comprehensive Annual Financial Report (CAFR), are met. Performs quality control over documents submitted to auditors. Serves as liaison for auditors.

--Helps turn analytical findings (concerning accounting, budgeting, cash management and other financial operations) into tactical and strategic plans to facilitate efficiencies in the individual financial program areas to support various financial management improvements in support of the Office’s business objectives. Develops project plans and leads implementation of Office procedural improvements recommended internally or through external consultants and auditors.

--Facilitates support within the Office for the ERP system and liaises between the Office’s users, the Office of Technology, and the ERP system vendor/operators. Develops and delivers training to help ensure ERP users within the Office of Finance are utilizing the system accurately and effectively; recommends process and system improvements through automation to further enhance ERP system effectiveness.
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--Leads the production of financial documents for the Office of Finance, including the CAFR, the Annual Report, and the Budget. Determines and manages the timelines for document production; determines designs and layouts that enhance readability.
--Performs or reviews mathematical and statistical analyses of financial and management data in daily work and in the development and use of comprehensive mathematical models to be used in management planning and decision support.

--Stays abreast of ‘best practices’ in the fields of finance and accounting. Researches applicable Federal and state codes and regulatory requirements such as Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) industry standards, Generally Accepted Accounting Principles (GAAP), and Federal Acquisition Regulations (FAR) to ensure written documents are accurate and contain the most current information.

--Reviews and develops process documentation for the Office of Finance, including, but not limited to, user policies and procedures, user guides and manuals, training materials; identifies procedural deficiencies, gaps and omissions in existing accounting/financial processes, practices, and policies and recommends corrections. Prepares or reviews written materials, including routine correspondence and instructions, non-routine technical issues, one-time business justifications, 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 senior leadership, managers, supervisors, professionals, and support staff), external auditors, consultants, vendors and suppliers to exchange routine and non-routine information about assigned functions, to make formal presentations, to collaborate and coordinate fully, and to perform other functions.

--Uses a computer for various office suite applications (email, scheduling, word processing, spreadsheets, graphics, flow charting, etc.), Enterprise Resource Planning (ERP) applications, etc., with emphasis on spreadsheet, presentation and ERP applications.

--Operates a motor vehicle on and off the airport complexes to attend meetings, make site visits and perform related functions.

--*Performs other duties as assigned or as determined on own initiative.*

MANAGERIAL AND SUPERVISORY DUTIES   In the context of team functions and operations, provides:

Organizational Planning. Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.
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Program Direction. Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management. Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation. Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

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 of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor’s degree in any field providing a 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.

2. Seven years of progressively responsible experience in most of the DUTIES in this job description to include the following: (a) performing financial analysis and modeling to improve service delivery, (b) writing clear, detailed financial reports and presentations for management regarding results of analyses, (c) leading project management activities for large, complex assignments, including monitoring schedules, ensuring timetables are met, and coordinating deliverables across multiple parties, and (d) use of enterprise resource planning (ERP) systems (such as, but not limited to, Oracle or SAP), accounting/financial processes and practices to document, evaluate, and recommend changes to existing processes, practices, and policies.

A Master’s Degree in Business Administration, Finance, Accounting, or a related field providing strong foundation for successful performance of the DUTIES in this job description may be substituted for two of these seven years of experience.
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3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.

PREFERRED QUALIFICATIONS

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

1. A Master of Business Administration Degree or a Master’s Degree in Finance, Accounting, or a related field.

2. Current designation as a Certified Public Accountant (CPA), or Certified Management Accountant (CMA) from the Institute of Management Accountants (IMA).

3. Experience as a supervisor of professional level financial staff at the first level of supervision.

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. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs of the unit/team and to perform the full range of supervisory functions.

2. Knowledge of finance and financial analysis, which includes the principles and techniques of comprehensive financial management and knowledge of budgeting, cost accounting, financial accounting, and reporting), to analyze financial and business operations, develop financial planning models, and recommend financial management strategies.

3. Professional knowledge of generally accepted accounting theories, practices, methods and techniques; and knowledge of governmental and financial accounting practices as promulgated by the GASB and FASB, altogether to ensure the Office of Finance’s transactional and reporting needs are supported by financial systems software, to develop accounting operating policies and procedures, and to perform related functions.
4. 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, identifying relevant information and making balanced recommendations and decisions. Examples include skill in assessing financial system software upgrades, application modifications, and general maintenance to ensure the viability of timely and strategic financial management and reporting, skill in developing and implementing effective, durable and practical quantitative budgetary and financial relationships between the Airports Authority’s overall mission and its financial systems to assist in the use of statistical models as they relate to ERP project issues, and skill in managing multiple concurrent projects and tasks (in addition to other forms of skill in attending to detail in planning and scheduling).

5. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas and sometimes conflicting arguments), draw inferences, form hypotheses, develop logical arguments, and express such information verbally so that others will understand, and in certain circumstances, be convinced and/or persuaded. This includes skill in encouraging effective oral communication by others, such as managers and staff concerning their user needs concerning budget, accounting, cash management and other content issues as well as interface with the ERP software and the skill in articulating higher management's vision and objectives (in various ways, including formal presentations to top-level decision makers).

6. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses, develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced and/or persuaded. This includes the skill in reviewing the work of others, such as consultant and in-house subject matter experts in budgeting, accounting and other domains. Examples include reviewing system specifications and software documentation and skill in preparing, or reviewing written materials, including reports, instructions, etc.

7. Skill in using a computer, software, and other electronic devices to plan, schedule, communicate, word process, etc., with emphasis on word processing, spreadsheet and database and presentation applications (such as MS Word, Excel, Access and PowerPoint), as well as skill in using Oracle Enterprise Resource Planning (ERP) modules and analytical-specific software/systems such as Hyperion Planning, Hyperion Scorecard, MunEase, Evare, and/or PROPworks.

8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining effective working relationships with managers and staff to coordinate and follow-up on ERP project issues.
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RESPONSIBILITY Is responsible for managing work one’s own work and a team’s work and facilitating tactical/strategic initiatives and special projects within the Office of Finance as well as implementation and maintenance of the Airports Authority’s ERP financial modules to improve the processes within the Office. Work affects the functioning of the Office by facilitating efficiencies in individual financial program areas (such as accounting, budgeting and cash management) and the ability of the Office to execute the Airports Authority’s short- and long-term financial strategies.

Reports to the Vice President and Chief Financial Officer (Supervisor). Receives some assignments through the normal flow of work, consistent with the assignment of functions within the Office of Finance. The Supervisor and the incumbent together decide upon time frames and other issues for accomplishment of special projects and assignments. The incumbent works within guidelines and established priorities and deadlines, keeps the Supervisor apprised of progress, and consults with the Supervisor as appropriate for resolution of critical and time-sensitive issues. Long-term and continuing assignments are carried out independently, with minimal detailed review by the Supervisor for several months at a time while work is in progress. Some work is subject to review in process and upon completion, in terms of compliance with mandates or standards, quality, quantity, timeliness, customer service, teamwork, adherence to requirements, and other factors, including attainment of specific Pay for Performance (PfP) goals and measures.

Guidelines for reference materials include standards issued by Government Accounting Standards Board/Financial Accounting Standards Board (GASB/FASB), Internal Revenue Service (IRS) regulations, and Generally Accepted Accounting Principles (GAAP), the Airport Use Agreement and Premises Lease, the Airports Authority’s Chart of Accounts, accounting reports, software manuals, etc. The incumbent strictly adheres to guidelines that specify legal or regulatory requirements, and uses judgment and initiative to adapt, adjust or propose/create guidelines as necessary and appropriate.

EFFORT The work is primarily sedentary. Incumbent may sit for extended periods while performing desk work; moves about regularly to retrieve files and visit other offices to coordinate work. Uses a computer for various applications. Communicates by telephone and email. Reviews financial documents and reference materials containing small print. Concentrates for long periods on printouts and reports that contain numeric information in charts, tables and other forms. Transports files weighing up to 10 pounds. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, adequately ventilated and temperature controlled office or conference rooms. Is subject to job pressures during peak periods typically linked to year-end reporting deadlines, changing priorities and deadlines.

OTHER SIGNIFICANT JOB ASPECTS None