

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

DUTIES This is a non-career, term job with the Metropolitan Washington Airports Authority (Airports Authority). Serves as an Accountant at the full performance level in the Office of Finance. Performs a full range of professional-level accounting work, mainly concerning general ledger, accounts receivable, accounts payable, or fixed assets operations and prepares financial statements and financial reports requiring the application of established and standardized accounting procedures, methods, processes and practices. Rapidly acquires and applies knowledge of, and uses, Airports Authority-specific processes, procedures, practices, systems and other standards and guides. Performs related functions.

Duties include but are not limited to:

General Ledger:

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

--Performs monthly reconciliation of assigned bank and liability accounts including the concentration account covering all receipts and disbursements from the operating fund, the payroll account covering payroll checks and advances, payroll liability accounts (such as FICA, retirement savings plans, health insurance, etc.), bond fund accounts, clearing accounts, investment accounts, and/or depository accounts. Analyzes discrepancies to determine the cause and identifies required adjustments. Prepares adjusting general ledger entries coordinating with responsible accounting, payroll, treasury, and contractor personnel. In cases of bank error, contacts bank personnel concerning the required adjustments and monitors subsequent statements to ensure that adjustments are processed.

--Provides monthly reconciliation of accounts initially performed by other accountants in a peer review process. Informs other accountant of any discrepancies/issues for examination and/or correction.

--Prepares and analyzes 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. Updates the Chart of Accounts Manual regarding the proper use and/or limitations regarding any new accounts.

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

Accounts Receivable:

--Prepares summaries of cash receipts for monthly financial statements and performs monthly

reconciliation of assigned balance sheet and revenue account with general ledger. Identifies discrepancies between the detail ledger and the general ledger by analyzing individual transactions to determine the reason for discrepancies and prepares journal entry corrections.

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

--Receives payments, matches payments received to invoices or bills, applies payments, and calculates balances. Verifies payment amounts, identifies underpayments or overpayments, and initiates customer refunds as necessary. Applies and approves credits, refunds and discounts based on policy and procedure. 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.).

--Provides assistance with month-end closing by identifying and reconciling outstanding balances and preparing journal entries; schedules reconciliation of accounts to summarize balances; supports the year-end audit by providing information to auditors and answers questions concerning internal controls.

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

--Responds to customer inquiries and performs collection activities including preparing first and second debt collection letters and making collection calls to customers to collect delinquent balances.

Accounts Payable:

--Performs technical analysis of payables operations and activities; researches issues and recommends solutions for improved processes and policies.

--Verifies and oversees processing of 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.

--Reviews and approves processing expense administration payments such as employee business reimbursements.

--Adds new vendors to the ERP system master vendor file noting applicable credits and cash or net discounts; and approves payment and enters it into the appropriate general ledger or accounts payable sub ledger.

Fixed Assets:

--Computes asset cost and depreciation for tax and insurance purposes. Enters data (item, cost, depreciation schedule, etc.) into the fixed assets system; tags and tracks moveable items, and creates related reports (e.g., maintenance costs, dates of service, etc.).

--Maintains fixed asset records, files financial documents, and prepares financial reports.

--Reconciles the fixed assets accounts; prepares and analyzes reports and schedules for year-end audit.

--Prepares journal entries; performs 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 financial statement reports.

--Maintains the Chart of Accounts for Fixed Assets, inputting any required new accounts and/or cross references into the ERP system. Updates Chart of Accounts Manual regarding the proper use and/or limitations regarding any new accounts.

Other Duties:

--Maintains the storage of financial documents in the Airports Authority's document management system.

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

--Serves as a backup for other accountants (Cash Receipts, Accounts Payable and Fixed Assets, etc.) in their absence or during periods of excessive workload or deadline considerations. As backup, prepares and inputs cash remittance information into the financial system, maintaining an acceptable level of accuracy.

--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 systems/software such as Oracle ERP and Hyperion Planning for accounting, requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special accounting systems/software used in performance of DUTIES.

--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, tenants, and airline personnel.

--*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 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 24 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 that totals four years which includes the same 24 semester hours specified above.
2. Four years of progressively responsible experience in accounting or auditing (with emphasis in accounting) that includes substantive experience in: (a) preparing and analyzing journal entries and financial statements, (b) computing assets cost and depreciation, (c) reconciling bank and liability statements, (d) reconciliation of receipts and accounts, and (e) reviewing and approving invoices for payment.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these four years of experience. For example, a master's degree in any field providing a strong foundation for successful performance of 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. Licensure as a Certified Public Accountant or Certified Management Accountant.

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. Full performance, professional-level knowledge of Generally Accepted Accounting

Principles (GAAP) and other guides, such as Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) issuances, and 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 general and sub ledgers, prepare schedules and reports, prepare month-end closing statements, reconcile outstanding balances, prepare summaries of cash receipts for monthly financial statements, identify discrepancies between the detail ledger and general ledger by analyzing individual transactions, compute asset cost and compute depreciation for tax and insurance purposes, and perform related functions.

2. Knowledge of the Airports Authority's financial systems and accounting structure for general ledger, accounts payable, accounts receivable, fixed assets accounts, etc., to reconcile bank statements, prepare cross references for new accounts, prepare schedules and reports, calculate late charges, 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. Examples include identifying and analyzing accounting discrepancies to determine cause(s) and make the necessary reconciliation(s); researching deposits and corresponding with customers to properly code remittances to ensure posting to proper accounts; identifying required adjustments, preparing monthly reconciliations and comparing amounts processed on sub ledger report schedules; and using basic mathematics in conjunction with accounting principles to reconcile accounts.
4. Skill in using 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), develop reports, and perform or conduct research (Internet use); (b) enterprise systems/software such as Oracle ERP and Hyperion Planning for accounting, requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special accounting systems/software used in performance of DUTIES.
5. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. This includes the ability to encourage oral communication by others. Examples include exchanging information with customers to verify payment amounts and properly code remittances and respond to customer inquiries and exchanging information with co-workers and internal and external business contacts regarding bank statements.
6. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. Examples reading GAAP and FASB standards and pronouncements/updates and preparing financial reports and analyses of financial information.

7. Interpersonal skills to interact effectively with 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 full performance level; work typically involves working with general ledger, accounts receivable, accounts payable or fixed assets accounts. Work directly supports maintenance of accurate and timely accounting/financial reporting systems for the Airports Authority.

Typically reports to a Manager (Supervisor) in the Office of Finance. The Supervisor makes recurring assignments in the form of functional responsibilities and assigns special projects by indicating objectives, overall priorities, deadlines and any special instructions. The incumbent works independently in planning and performing the work, which includes arranging the sequence of work, selecting appropriate methods and procedures and varying them as necessary, consistent with guidelines and delegated authority, to treat different problems/circumstances; keeps the Supervisor informed of progress, particularly complex problems and sensitive issues encountered. The incumbent is expected to work through all but the most complex problems and issues on one's own; problems/issues that may impact on established policy are brought to the Supervisor. Completed work is typically reviewed for attainment of objectives, adherence to guidelines, quantity, quality, timeliness, customer service, and other factors.

Guidelines include, but are not limited to, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) standards and pronouncements/updates, standard accounting methods and practices, the Airports Authority Accounting Policies and Procedures Manual and Chart of Accounts, software manuals, and other types of accounting publications/references. The incumbent uses mature professional judgment to carry out the accounting process, identify the cause(s) of discrepancies in bank statements and various accounts, determine the necessary adjustments and follow-up to ensure that corrections are made when needed, and identify and recommend opportunities for improvement in accounting processes/procedures; the incumbent works through the full range of professional accounting problems in conformity with guides, and recommends adjustments to Airports Authority accounting processes and procedures based on situations encountered.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze cost proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews accounting documents containing small print.

WORKING CONDITIONS Works in an adequately lighted, ventilated and temperature controlled office and conference room setting. May experience some job pressure from tight deadlines typically linked to budget, accounting, and reporting cycles.

OTHER SIGNIFICANT JOB ASPECTS None