

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

SENIOR ACCOUNTANT

FLSA: EXEMPT

DEFINITION

To organize, assign, and review the work of staff engaged in technical accounting activities; to perform the more complex and responsible technical and professional accounting duties related to the preparation of financial statements; to review fiscal records and monitor financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing; to process accounts receivable and payroll; to reconcile general ledger accounts and assist in preparing the District's annual budget; and to provide responsible support to management in areas of expertise.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Accountant series responsible for performing the most complex, difficult, and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of the District and governmental accounting. Assignments at this level have a significant impact on the District's accounting functions. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Director of Finance and Administration in that the latter has full management authority for planning, organizing, and overseeing the full scope of the Finance and Administration Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance and Administration.

Exercises technical and functional direction over and provides training to lower-level staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Plan, prioritize, and review the work of staff assigned to technical accounting duties in the preparation and processing of accounts payable, accounts receivable, and cash receipt processing.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.

Provide or coordinate staff training; work with employees to correct deficiencies.

Maintain proper internal controls and ensure compliance with District policies and procedures and Generally Accepted Accounting Principles (GAAP).

Calculate, verify, and post property lease billings; generate invoices; and perform collection on past due accounts.

Assist in the preparation, analysis and review of monthly financial statements, and fund balances.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for and monitor and control expenditures.

In conjunction with the Director of Finance and Administration, participate in the annual audit work, record keeping, and control checks; assist the Director of Finance and Administration as a staff liaison to the outside auditors.

Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements.

Assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.

Oversee the daily FBO revenue function including reporting and reconciliation of revenue to payments.

Analyze and reconcile a variety of payroll records; prepare, process, and maintain payroll records, and transactions, including worker's compensation, State Disability Insurance, and Employment Development Department.

Audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.

Balance and post payroll transactions to payroll ledgers and reconcile to the general ledger; and balance various other financial transactions with source documents and controls.

Fund all payroll deductions electronically and reconcile payments to the general ledger at the close of each payroll cycle.

Maintain accounting electronic tenant files for rental customers; maintain records of contracts, insurance and information related to sub-leases.

Review a variety of accounting transactions for accuracy; make necessary corrections and prepare journal entries; prepare journal entries, adjusting entries and reconciliation of general ledger accounts; review monthly financials and analyze variances.

Conduct a variety of analytical and operational studies regarding departmental activities; evaluate alternatives, makes recommendations, and assist with implementation of policies and procedures.

Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the District.

Answer questions and provide information to the District; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Examine and verify a wide variety of financial documents and reports; prepare a variety of routine financial statements, reports and analyses.

Perform technical duties in support of automated financial system implementation, processes, procedures, modifications, and maintenance; train staff on system functionality as required.

Maintain and update District accounts receivable system applications and remain current on developing technology in this field, including hardware and software.

Attend meetings, conference, workshops, and training sessions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of providing technical and functional direction and training to staff.

Advanced principles, practices, and methods of governmental accounting and financing, including accounts receivable, accounts payable, payroll, budgeting, account reconciliation, and internal controls.

Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Practices of researching complex accounting and financial issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.

Principles and practices of Generally Accepted Accounting Principles and internal control.

Mathematical principles and statistical methods.

Principles and practices of technical and functional supervision and training.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Techniques for providing a high level of customer service by effectively dealing with public vendors, contractors, tenants and staff.

Principles and practices of excellent customer service.

Ability to:

Plan, organize, and coordinate the work of assigned staff.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Inspect the work of others and maintain established quality control standards.

Apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Department and District goals.

Research, analyze and evaluate new service delivery methods, procedures, and techniques.

Prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Understand governmental accounting principles and practices, including fund accounting.

Understand, interpret, apply, and ensure compliance of all pertinent local, State, and Federal laws, regulations, policies, and procedures relevant to work performed.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of increasingly responsible professional accounting, budget or financial analysis experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Business or Public Administration, or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constituents regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by Managers. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.