



Position Description

<i>Department</i>	Finance
<i>Position Title</i>	Accountant III
<i>Grade</i>	8
<i>Reports To</i>	Supervisor – Financial Accounting
<i>FLSA</i>	Non-Exempt
<i>Approved Date</i>	July 13, 2007
<i>Revised Date</i>	August 31, 2017
<i>Purpose</i>	Performs specific duties relating to the operations and maintenance of Accounts Payable/Receivable, Cash Receipts, Payroll, Benefits Management, Cash Auditor, General Ledger, Accounts Reconciliation, and other functions.
<i>Duties & Activities</i>	Participate in the development of the annual budget and perform investigative and reporting actions relating to budget variances throughout the fiscal year.
	Assist external auditors with preparing schedules, providing explanations of supporting materials and procedures and preparing any other necessary data.
	Assist with the tabulation and compilation of statistical reports, material costs, project costs, financial statements, and regulatory reports. Reconcile and assimilate information into reports for internal and external use.
	Compiles and sorts documents (ie – invoices, checks, etc.) substantiating business transactions. Maintain system files and necessary asset detail/supporting data, record and reconcile fixed assets to general ledger; ensure timely capitalization of all assets.
	Codes data for input to financial data processing system according to Airport procedures. Troubleshoot systems as needed..
	Work with capital finance team to ensure capital and expense projects are within budget and projects are closed on a timely basis; report monthly status of all projects; perform reconciliations and audits of fixed assets including asset inventories; ensure accurate reporting of fixed assets.
	Audits parking lot transactions, procedures, controls and policies by: Compares data on Cashier's Daily Reports Cash Register Journals actual parking lot tickets and other documents. Investigates and reports financial discrepancies in parking lot transactions.
	Prepares deposits, vouchers, invoices, checks, account statements, and other records and reviews for accuracy. Monitors accounts payable and receivable to ensure that payments are approved and accurately reported in a timely process.

	Reconciles bank statements, purchase orders and general ledger accounts to their related invoices and subsidiary ledgers.
	Examine records and financial data to verify accuracy of records and to reconcile discrepancies.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<i>Role Definition</i>	Individual Contributor
<i># of Direct Reports</i>	None
<i># of Indirect Reports</i>	None
<i>Budget Responsibilities</i>	See Duties and Activities
<i>Education & Experience</i>	Bachelor's Degree in Accounting, Finance, Public Finance or related field or four years related work experience; or equivalent combination of education and experience.
<i>Language Skills</i>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<i>Math Skills</i>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
<i>Reasoning Ability</i>	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
<i>Computer Skills</i>	Advanced computer competency, including advanced knowledge of spreadsheet, word processing, and database management software.
<i>Technical/Trade Skills</i>	10 Key Calculator
<i>Interpersonal Skills</i>	Ability to handle inquiries and reconcile accounting problems with both external and internal workgroups.
<i>Licenses/Certifications</i>	None
<i>Physical Effort</i>	Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. There may be a need to stoop regularly or move/lift light material or equipment (typically less than 10 pounds).
<i>Job Environment</i>	Located in a comfortable indoor area.
<i>Job Hazards</i>	Most of the time is spent in general office or equivalent conditions. Any unpleasant conditions would be infrequent and not objectionable.
<i>Job Pressures</i>	Under high pressure to meet frequent deadlines and productivity standards, or the work is somewhat varied.