



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

| | | | |
|------------------------------|--|-------------------------|-----------------|
| Job Title | Senior Accountant | Bargaining Unit | Non-represented |
| Functional Job Family | Accounting & Finance | Classification # | 8006 |
| FLSA | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Salary Grade # | 323 |
| Position Status | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Revision Date | March 2009 |

Summary:

The Senior Accountant position focuses on either Accounts Payable or Accounts Receivable functions. Performs complex varied professional accounting duties, including supervising, training, and assisting Accounting Technicians. Prepares, maintains, balances and analyzes financial data. Reviews and approves reports, journal entries and invoices. Acts as point of contact for venue staff. Assists with developing, maintaining and improving accounting systems.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Applies advanced knowledge and insight of accounting theory to properly account for MERC's financial transactions and operations.
- Review and approves journal entries prepared by Accounting Technicians to ensure integrity of the general ledger and a timely month-end close.
- Assists in year-end audits and performs various audit-type functions throughout the year.
- Develop and recommend accounting procedures with regards to EBMS AP or AR modules. Collaborates in the development of MERC accounting policy and procedures.
- Conducts special projects as requested. Compiles, analyzes and summarizes accounting data in a meaningful manner.
- Responds to inquiries from other departments, clients, and suppliers; provides information when authorized or refers to the appropriate sources.
- Applies advanced knowledge and insight of accounting theory to properly account for MERC's financial transactions and operations.
- Supervise, train, and evaluates Accounting Technicians.



Essential Functions (Accounts Receivable):

- Reviews monthly AR aging reports, generates monthly customer statements and assesses applicable finance charges, reviews, approves, and monitors settlement invoices, and assess timely processing of settlements and cash receipts.
- Reviews and approves credit memos, processes AR corrections, reviews/posts AR cash receipts prepared by AR staff.
- Trains venue staff in applicable Event Business Management Software (EBMS) accounting modules.

Essential Functions (Accounts Payable):

- Review customer statements, payables aging, review/approve new supplier accounts, and generate supplier account update requests as needed.
- Review/approve vouchers in preparation for check runs.
- Complete monthly analysis such as event settlement disbursements, due to/from Metro, support services, prepaid accounts, unearned revenue, and capital (fixed asset) projects and expenditures.

Secondary Functions:

- Assists in year-end audit by preparing audit schedules, replying to and/or researching audit questions. In preparation for the new fiscal year, creates miscellaneous events and service orders for recurring non-event billings.
- Meets with venue directors, as needed, to discuss A/P or A/R issues and status such as past due accounts, processes, upcoming accounting enhancements and changes, and 360 degree reviews regarding processes and improvements.
- Prepare various month or year-end processes and reports for distribution.

Supervisory Responsibilities:

This position supervises the Accounting Technicians, ensuring that subordinate staff has clear work direction and guidance. The incumbent is responsible to carry out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include training, evaluating, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree with major course work in accounting, business, or finance, and
- A minimum of three (3) years of experience in accounting, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP), accounts receivable, accounts payable, financial statements, and auditing methods and standards.
- Knowledge of computerized accounting systems, such as JDEdwards, PeopleSoft, Event Business Management System (EBMS), and various Microsoft applications.
- Ability to communicate clearly and concisely, both orally and in writing.



- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods of time.
- Rarely required to stand and/or walk for extended periods of time, hear and/or respond to verbal/audio cues, stoop, keel, crouch or crawl, twist and/or bend, reach with hands and arms, and lift, push, pull and/or carry objects up to 10 pounds.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date