

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Transit Accountant 4
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Wayne Block, Transit Finance Manager
Work Phone: 608-267-8766
5. Department, Division & Section:
Metro Transit Finance
6. Work Address:
1245 East Washington Ave.
Madison WI 53703
7. Hours/Week: 40
Start time: 8:00 AM End time: 5:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

The Transit Accountant 4 (Assistant Finance Manager) is responsible for advanced-level professional accounting and supervision within Madison Metro Transit. The position has an advanced degree of responsibility for general accounting, budgeting, procurement, auditing, Munis training, financial reporting and supervision which will be performed independently under the general supervision of the Transit Finance Manager. The employee manages Metro purchasing projects and monitors compliance with federal, state and local requirements. Additionally, the employee develops, coordinates, implements and upgrades complex financial systems. This position requires a high level of independence in completing complex assignments. The employee supervises Metro finance staff, including assigning and reviewing work products, hiring, and completing employee performance reviews.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Manage payroll

1. Manage the payroll function and associated staff
2. Lead and direct department staff in all payroll related areas such as the labor contract, laws and regulations related to FMLA, fair labor and functionality of software associated with processing payroll, etc.
3. Administer and lead in the compliance and analysis of complex Metro FMLA procedures while working as a liaison with other city agencies
4. Prepare detailed reports and analysis of payroll data, incorporating policy level recommendations
5. Supervise staff to ensure that all activities, objectives and projects are completed timely, efficiently and accurately
6. Evaluate department needs to develop staff and cross-train employees
7. Train new finance staff and work with current staff to develop efficiencies
8. Lead in the hiring process and complete employee performance evaluations and conduct check-in meetings

30% B. Supervise and/or coordinate procurement activities

1. Supervise the procurement process ensuring compliance with federal, state and local regulations
2. Supervise/lead in developing Metro Transit purchasing policies and procedures while coordinating with other city agencies when creating bid and RFP documents
3. Function as project manager or provide substantial assistance to the project manager in all phases of Metro Transit procurement projects
4. Take the lead in working with the targeted users of procurements to ensure that all specifications and requirements have been identified
5. Attend Board of Public Works users group meetings as Metro representative and serve on the City's contracts committee
6. Act as liaison between Finance, Planning and IT in developing all technology related procurements
7. Act as liaison between Finance and Department of Civil Rights in coordinating communication with transit vendors on submittal of Affirmative Action Plans
8. Assist in the implementation of all technology related procurement
9. Lead Metro in coordinating with Civil Rights and vendors in ensuring AA plans are submitted in accordance with City ordinances

25% C. Accounting functions

1. Perform periodic reconciliation of selected balance sheet and income statement accounts
2. Prepare monthly and year-end journal entries
3. Responsible for the preparation of monthly, quarterly and ad-hoc reports and/or recommendations for distribution to management and governing committees and other users as identified
4. Responsible in preparing for year-end audit and federal reviews
5. Prepare annual financial reports, develop and maintain adequate reporting systems to comply with regulatory guidelines, generally accepted accounting principles, and city policies
6. Provide high level of expertise in the analysis of financial issues while performing complex accounting functions with a high degree of independence
7. Monitor and review accounting systems, conduct inventory audits, and maintain internal control policies
8. Prepare the application for 85.20 operating assistance from the State of Wisconsin
9. Serve on Transit Mutual Insurance investment advisory group that makes recommendations to the board of directors
10. Provide assistance and backup to the Finance Manager in other areas as assigned

15% D. Budget preparation and analysis

1. Lead Metro in the preparation of the annual capital budget and associated reports (such as the TIP)

2. Assist the Finance Manager in the preparation of the annual operating budget and associated reports (such as the TPC)
3. Review and analyze budget to actual results throughout the year
4. Act as liaison with Finance communicating budget to actual results

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12. Primary knowledge, skills and abilities required:

Advanced knowledge of general and municipal accounting principles and practices.
 Advanced knowledge of budgeting principles and practices.
 Excel in organizing complex procurement projects, including preparation of scopes of work, technical specifications and other procurement documents.
 Advanced knowledge of payroll related principles and practices.
 High level of ability to supervise, train and direct the activities of subordinate staff.
 Excel in coordinating projects and working with various people, City departments and outside organizations.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

 EMPLOYEE

 DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.