

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 258-4044

2. Class Title (i.e. payroll title):

Accountant 1

3. Working Title (if any):

Accountant

4. Name & Class of First-Line Supervisor:

Chris Hunjas (Duerner)
18-12

Work Phone: 258-4167

5. Department, Division & Section:

Overture Center -10

6. Work Address:

201 State Street
Madison

7. Hours/Week: 38.75, but may vary to include nights/weekends as dictated by department workload.

Start time: 8 am End time: 5 pm

8. Date of hire in this position:

1/1/10

9. From approximately what date has employee performed the work currently assigned:

n/a

-
10. Position Summary:

This is entry level professional accounting work in the Overture Center for the Arts accounting department. The work requires development and reconciliation of complex accounting records/reports, and providing leadership and supervision in the administration of accounting-related programs relative to the Center's financial statements, billing, receivables, costing, purchasing, and related business activities. The work requires a body of theoretical knowledge applicable to a wide variety of situations and responsibility for the administration of a technically complex accounting-related programs. Employees exercise considerable judgment and discretion in meeting established objectives. This position supervises subordinate clerical or paraprofessional staff on an ongoing basis. The work involves the independent responsibility for the maintenance and administration of these systems and responsibility for other special projects relative to the accounting department operations. This position requires a strong commitment to a high level of customer service. The work is performed under the general

supervision of the Overture Center's CFO and is reviewed through conferences, reports and the review of ledgers and other records.

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

30% A. Financial Systems

1. Reconcile and maintain the complex billing and receivable system for Overture Center for the Arts events, performances and ancillary activities using specialized event management software. Interpret and recommend revisions to accounting systems.
2. Oversee invoicing of all events/performances and accounting for ancillary items.
3. Play an active role in the administration and use of specialized event management software. Interpret and recommend revisions to accounting systems.
4. Oversee the processing of credit checks on clients. Review open accounts receivable and determine collection actions including negotiation of payment plans.
5. Track and maintain account balances for 'in-kind' and financial grants and contributions.
6. Oversee, process and reconcile payments for deposit with the City Treasurer and banks. Provide receipts control by performing reconciliation of general ledger accounts with City accounting, contracted vendors, other departments, and other organizations.

35% B. Financial Reporting

1. Prepare financial reports. Examine financial statements and records for completeness and accuracy.
2. Systematically maintain primary and secondary financial information. Reconcile reports and records.
3. Prepare working papers, schedules, adjusting entries, exhibits, summaries and financial reports for review by the CFO. Examine accounting documents to verify accuracy.
4. Gather and review financial and operational data and information, perform complex calculations, and prepare financial and operational reports.
5. Verify and maintain cost information and revenue reports for various programs. Oversee the tracking of costing data and allocations on a performance by performance basis. Prepare both routine and special reports.
6. Determine if transactions are in accordance with established policies, contracts, regulations and acceptable accounting standards.
7. Input, reconcile and create financial statements for 201 State Foundation. Prepare supporting documentation and reports.

20% C. Budgeting

1. Input and process budgets and cost data through purchase requisitions and disbursements of departmental funds following established guidelines;
2. Oversee the reconciliation and maintenance of the purchasing process and monitor purchasing activities; Oversee, monitor and verify the processing of departmental expenses and coding, purchasing cards, training, travel and expense reports; and the payroll data entry process.
3. Provide expense control by performing period reconciliation of general ledger accounts with City accounting, vendors, other departments, and other organizations.
4. Prepare historical budget data for managers. Gather and input department budget requests. Prepare budget summary reports. Research financial history.
5. Oversee the preparation of payroll budgets. Verify for accuracy and completeness.

10% D. Supervision/Leadership

1. Supervise clerical and paraprofessional staff as it relates to accounting functions and use of specialized software, including hire, train, schedule, evaluate and discipline.
2. Develop procedures for subordinate staff.
3. Answer inquiries concerning status of contracts, funds, and the budget.

5% E. Other

1. Perform related work as required.
2. Provide assistance and support to the CFO by performing a wide variety of special and on-going projects.

12. Primary knowledge, skills and abilities required:

Knowledge of professional accounting theory, principles, and practices. Knowledge of accounting systems and their applicability to Public Facility financial operations. Knowledge of data processing and its application to accounting systems. Ability to apply accounting theory to operational problems and use of specialized event software. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical and operational reports. Ability to follow complex written and or oral instruction and to develop detailed working procedures appropriate to the objective. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working and public relationships with a wide variety of internal and external customers. Ability to perform accurate calculations. Ability to supervise and lead clerical or paraprofessional staff. Ability to organize work to be accomplished and delegate tasks to subordinates. Ability to operate word processing, spreadsheet, data management, financial software, and specialized software. Ability to multi-task in an environment with frequent interruptions. Ability to make decisions within policy constraints and to interpret policies and regulations to others. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Ability to sit for long periods of time. Ability to work at a computer station for long periods of time.

16. Supervision received (level and type):

General from CFO

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.