

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Jennifer Horan
Work Phone:
608-261-4233
2. Class Title (i.e. payroll title):
Accountant II
3. Working Title (if any):
Accountant II
4. Name & Class of First-Line Supervisor:
Craig Franklin, Principal Accountant
Work Phone: 608-266-6067
5. Department, Division & Section:
Finance Department, Accounting Services Division, Fiscal Services Section
6. Work Address:
210 Martin Luther King Jr. Blvd, Room 406
Madison, WI 53703
7. Hours/Week: 40
Start time: 8:00 End time: 4:30
8. Date of hire in this position:
11/2014
9. From approximately what date has employee performed the work currently assigned:
11/2014

10. Position Summary:

Position is responsible for professional accounting work analyzing and approving expenditures for compliance with acceptable accounting standards and for conformance with City's authorized budget. Advises and leads City agency staff with policy and procedural questions related to Capital Projects, Capital Assets, TIF Districts, and Debt. Ensures compliance with IRS arbitrage rules for municipal debt issues. Prepares annual financial statements and supplemental footnotes for presentation in City's CAFR. Assists with annual external audit. Serves as agency fund accountant for the Metropolitan Urban Fiber Network Consortium, overseeing bookkeeping, reporting, and the annual audit. Position provides general leadership to paraprofessional staff within the Finance Department. Work is performed independently.

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

- 40% A. Capital Project Fund / Capital Assets
1. Creates and maintains citywide sub-ledger of Capital Assets, including the addition, disposition, and yearly depreciation of all assets
 2. Answers accounting procedure questions by researching and interpreting accounting policy and regulations
 3. Advises staff regarding non-routine transactions
 4. Substantiates capital transactions by auditing documents and transactions submitted by agency staff for accounting accuracy and capitalization policy compliance
 5. Reviews resolutions approved by Common Council for fiscal impact, determines proper recording of transactions
 6. Documents complex non-monetary financial transactions for proper year-end reporting
 7. Monitors status of Capital Projects to ensure revenues and expenses are properly classified and funded.
 8. Reviews infrastructure asset information provided by Engineering and T/E financial officers for completeness and accuracy.
 9. Collaborates with ERP software vendor on the continued conversion of existing fixed asset data and further improvement of system functionality
 10. Prepares Capital Asset footnote for city Financial Statements
- 10% B. TIF Districts
1. Oversees all TIF financial transactions to ensure accuracy and records all transactions necessary for proper year-end reporting
 2. Works with other city staff to ensure that all State filing requirements are met in a timely manner
 3. Creates financial reports to send to overlying jurisdictions
 4. Coordinates TIF external audit, working with auditors to provide all necessary schedules and documentation
 5. Provides ad hoc financial information to Planning Department staff
- 5% C. Debt Service
1. Oversees and educates Accountant I on the proper recording and tracking of all city debt, including recording new issuances, timely processing of payments, and compliance with IRS arbitrage rules
 2. Provides guidance to Accountant I to assist with preparation of Debt Service financial statements and footnotes
- 25% D. Year End Close and Audit
1. Examines and analyzes accounting records to assess accuracy and completeness
 2. Drafts complex entries required for both modified accrual and full accrual financial statement presentation
 3. Prepares financial statements and related schedules in conformance to reporting and procedural standards for the Capital Project fund, Capital Assets, and TIF Districts,
 4. Provides annual overview of financial statements and fund activity highlights to Principal Accountant and Accounting Services Manager.
 5. Works with City's external auditors to provide documentation and explanation of complex financial transactions that occurred throughout the year during their review of prepared financial statements
- 5% E. Metropolitan Unified Fiber Network ("MUFN")
1. Serves as financial point of contact for MUFN board members, customers, and vendors, answering inquiries and providing monthly financial and budgetary reporting
 2. Facilitates day-to-day MUFN transactions including billing, A/P, and budget compliance to ensure all transactions are recorded accurately
 3. Coordinates MUFN external audit, working with auditors to provide all necessary schedules and documentation

15% F. Finance Department Administrative, & Collaborative Duties

1. Reviews pending A/R and A/P transactions for accounting accuracy and adherence to Finance Department requirements as part of electronic workflow, assisting agency staff to correct any deficiencies
2. Maintains ERP chart of accounts
3. Guides accounting paraprofessional staff by coordinating activities and answering process related questions
4. Collaborates with other Finance Department and City staff to support overall department goals and objectives

12. Primary knowledge, skills and abilities required:

Possess knowledge of professional accounting theory, principles, and practices; and ability to apply accounting theory to a wide variety of operational problems. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position accurately and efficiently. Ability to organize work to be accomplished. Ability to communicate effectively both orally and in writing. Ability to lead or supervise clerical or paraprofessional staff and delegate tasks to subordinates as needed. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to prepare complex comprehensive financial statements and reports. Ability to perform and supervise financial and management audits. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Ability to operate a PC

16. Supervision received (level and type):

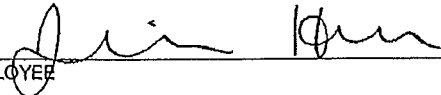
Work is performed independently under the general supervision of a Principal Accountant

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:

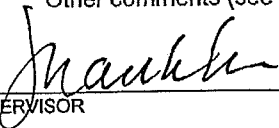
- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE 

DATE 5/3/16

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

5/12/16

DATE

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