

TRANSIT ACCOUNTANT 1-4

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional accounting preparing financial statements, conducting audits, analyzing expenditures, processing payroll, preparation and administration of Federal Transit Administration (FTA) grants, coordination of procurement activities and/or performing other related professional accounting activities and functions at Metro Transit. Work requires broad-based accounting knowledge and is characterized by the exercise of judgement and discretion.

Unless specifically indicated, this series is structured to provide advancement from Transit Accountant 1 to Transit Accountant 2 and Transit Accountant 2 to Transit Accountant 3, as a function of the employee's career development and generally occurs after two years at each level. Progression to a Transit Accountant 4 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities including supervision as well as the needs of the department and is generally accomplished through competition or a position study.

Transit Accountant 1

This is entry level professional accounting work within Metro Transit. Employees perform routine professional accounting assignments under the supervision of the Transit Accountant 4. Work involves general accounting, budgeting, procurement, fixed asset control and related financial reporting work. Employees may also assist in the preparation and administration of FTA grants. Work is performed under close supervision initially, and under limited supervision as employees demonstrate skill in assigned areas.

Transit Accountant 2

This is the objective level of the professional Transit Accountant series. Employees perform professional assignments requiring developed judgment and discretion in the application of professional accounting theory, software transactional processing and internal control procedures. Work is typically performed under the general supervision of the Transit Accountant 4. Employees perform a variety of accounting, budgeting, procurement, fixed asset control and related financial reporting work. Employees will assist in the preparation and administration of FTA grants. Employees may oversee lower-level administrative or paraprofessional staff on a project basis or in a limited context.

Transit Accountant 3

This is the advanced project level of the professional Transit Accountant series. Under the general supervision of the Transit Accountant 4, employees at this level supervise specific Metro Transit accounting functions of limited scope and perform a variety of high level professional accounting projects or assignments. The position has varying degrees of responsibility for general accounting, budgeting, FTA grants, audits, procurement, and financial reporting which are performed independently under the general supervision of the

Transit Accountant 4. Employees may lead lower-level staff in the completion of projects but are not formal supervisors.

Transit Accountant 4

This is the advanced program supervisor level of the professional Transit Accountant series. Employees at this level develop and supervise major Metro Transit accounting functions. This level is distinguished from the Transit Accountant 3 level in that employees' function with a higher degree of independence, (i.e, receive less supervision), the work is more developmental in nature (as opposed to administrative), and employees are delegated greater authority in developing and implementing complex accounting programs and systems. Employees typically supervise professional, paraprofessional and/or clerical employees and their work products.

Examples of Duties and Responsibilities:

Transit Accountant 1

Assist in classifying financial data, and prepare journal vouchers for entry of transactions to the general ledger and grant sub-ledgers and/or related data.

Prepare, organize and maintain related files, including those related to the procurement of capital assets (to ensure complete documentation and adequate audit trail).

Request and expedite the disbursement of capital and operating financial assistance from federal, state and local revenue funding sources.

Under supervision, ensure compliance with Generally Accepted Accounting Principles and Practices (GAAP).

Assist in the preparation and submittal related Common Council resolutions to allow for the submission of grant applications, grant-related purchases and the administration of the resultant contracts.

Assist in conducting the annual search for "willing and able" private charter providers. Assure the preparation of the annual Equal Employment Opportunity Report and compliance with related requirements. Assist in coordinating the annual setting of the DBE goal.

Assist in coordinating Madison Metro Transit Capital Improvement Program (CIP) relative to current and future capital budgets.

Assist in account reconciliations; balance grants and fixed asset accounts; analyze and prepare routine accounting/financial reports and assist with related budgeting activities. Review related reports for accuracy, and assist in balancing grant accounts.

Assist in the preparation and submittal of FTA grant applications, amendments and budget revisions. Assist in the preparation of related documents, such as the Transportation Improvement Plan, Unified Plan Work Program, 5 Year Capital Improvement Plan, etc. Assist in the preparation, coordination and submittal of certifications related to grant applications and amendments.

Participate in the administration of capital procurement activities as an element of the fixed asset system. Assist in balancing the Fixed Asset Database with the General Ledger and the Grant Sub-Ledgers.

Assist with the preparation and analysis of payroll, accounts payable, accounts receivable, outlets, inventory and cash handling.

Perform special projects as assigned.

Work with managers and others in meeting accounting program objectives.

Perform related work as assigned.

Transit Accountant 2

Perform all work consistent with the class of Transit Accountant 1 with a greater degree of skill and independence.

Classify financial data and prepare journal vouchers for entry of transactions to the general ledger and grant sub-ledgers and/or related data.

Ensure compliance with GAAP. Ensure grant accounting is in compliance with applicable standards. Prepare and submit related Common Council resolutions to allow for the submission of grant applications, grant-related purchases and the administration of the resultant contracts.

Conduct annual search for “willing and able” private charter providers. Prepare the annual Equal Employment Opportunity Report and seek compliance with related requirements. Participate in the annual setting of the DBE goal.

Participate in the development and administration of Metro Transit’s CIP relative to current and future capital budgets.

Administer capital procurement activities as an element of the fixed asset system. Assure appropriate classification and identification. Balance the Fixed Asset Database with the General Ledger and the Grant Sub-Ledgers. Calculate and post related depreciation. Oversee the annual inventory of fixed assets. Post transactions to sub-ledgers, analyze ledger accounts, analyze grant reports, prepare and make journal entries, produce, examine and reconcile grant project reports.

Assist in the preparation of the City Capital and Operating budgets.

Perform account reconciliation; balance grants and fixed asset accounts; analyze and prepare accounting/financial reports and assist with related budgeting activities. Review related reports for accuracy and balance grant accounts.

Perform special projects as assigned. Explain, discuss, resolve, or refer to senior staff, grant accounting issues; communicate with other City agencies, and maintain close liaison on matters requiring their attention.

Perform related work as required.

Transit Accountant 3

Perform all work consistent with the class of Transit Accountant 2 with a greater degree of skill and independence.

Perform complex and varied professional accounting functions with a high degree of independence. Provide high level expertise in the analysis of accounting/financial issues.

Assist with payroll related areas such as labor contract, laws and regulations related to FMLA, and functionality of software associated with processing payroll.

Assist with the communication and coordination with Transit managers, representatives of Federal, State and Local Governments and external auditors.

Develop and implement accounting/financial systems and programs.

Prepare detailed reports and analysis, incorporating policy level recommendations.

Oversee work of lower-level employees on a project basis as required.

Transit Accountant 4

Perform all work consistent with the class of Accountant 3 with a greater degree of skills and independence.

Serve as expert for all payroll related areas such as labor contract, laws and regulations related to FMLA, and functionality of software associated with processing payroll.

Communicate and coordinate with Transit managers, representatives of Federal, State and Local Governments and external auditors to explain, discuss and resolve grant accounting issues; communicate with other City agencies, and maintain close liaison on matters requiring their attention. Meet with internal and external auditors to provide grant information and respond to related issues.

Administer and/or coordinate capital procurement activities, especially those related to technology related projects. Function as a project manager or provide substantial assistance to the project manager in all phases of capital procurement projects. Take the lead in working with the targeted users of capital procurements to ensure that all specifications and requirements have been identified. Take the lead in preparing requests for proposals or bids for all capital projects. Act as liaison between Finance, Planning and IT in developing all technology related procurements. Assist in the implementation of all technology related procurements.

Prepare annual financial reports and develop and maintain adequate reporting systems to comply with regulatory guidelines. Review periodic and annual operating statements, provide information for Metro Transit's annual budget process.

Supervise Metro Transit's Finance unit comprised of professional, paraprofessional and administrative support staff.

Assist the Finance Manager in the preparation of the annual capital and operating budgets and associated reports, (such as the TIP). Review and analyze budget to actual results throughout the year.

Provide backup and assistance to the Transit Finance Manager.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Transit Accountant 1

Graduation from an accredited college or university with an Associate's degree in Accounting, or a Bachelor's degree in a related program such as Finance, including completion of advanced-level accounting major coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Transit Accountant 2

Two years of professional accounting experience in performing financial audits, preparing financial reports, and reconciling reports and records. Such experience would normally be obtained after graduation from an accredited college or university with an Associate's degree in Accounting, or a Bachelor's degree in a related program, such as Finance, including completion of advanced-level accounting major coursework. Possession of a Bachelor's degree in accounting may be substituted for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Transit Accountant 3

Three years of professional accounting experience in performing financial audits, preparing financial reports, and reconciling reports and records. Such experience would normally be obtained after graduation from an accredited college or university with an Associate's degree in Accounting, or a Bachelor's degree in a related program such as Finance, including completion of advanced-level accounting major coursework. Possession of a Bachelor's degree in accounting may be substituted for one year of experience. Other combinations of training and/or experiences which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these position will also be considered.

Transit Accountant 4

Four years of professional accounting experience in performing financial audits, preparing financial reports, and reconciling reports and records, including at least one year of experience in leading other staff in the performance of duties. Such experience would normally be obtained after graduation from an accredited college or university with an Associate's degree in Accounting, or a Bachelor's degree in a related program such as Finance, including completion of advanced-level accounting major coursework. Possession of a Bachelor's degree in Accounting may be substituted for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the

possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Transit Accountant 1

Knowledge of professional accounting theory, principles, and practices. Knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Ability to apply accounting theory to operational problems. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform low risk financial audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to oversee administrative or paraprofessional staff's work products. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Transit Accountant 2

Working knowledge of professional accounting theory, principles and practices. Working knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Knowledge of various accounting systems and their applicability to municipal financial operations. Ability to apply accounting theory to operational problems. Ability to prepare complex financial statements and reports. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform medium risk financial and management audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to oversee administrative or paraprofessional staff's work products. Ability to communicate effectively both orally and in writing. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Transit Accountant 3

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of various accounting systems and their applicability to municipal financial operations. Ability to apply accounting theory to a wide variety of operational problems. Ability to prepare complex financial statements and reports. Ability to prepare comprehensive financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to supervise and perform high risk financial and management audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to implement the day to day functions of a specific accounting program. Ability to oversee administrative or paraprofessional staff's work products. Ability to organize work to be accomplished, and

delegate tasks to subordinates. Ability to communicate effectively both orally and in writing. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Transit Accountant 4

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of various accounting systems and their applicability to municipal financial operations. Ability to apply accounting theory to a wide variety of operational problems. Ability to prepare complex financial statements and reports. Ability to prepare comprehensive financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to develop and present the oral and written findings of comprehensive financial and management audits. Ability to supervise and perform high risk financial and management audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to develop and implement comprehensive accounting systems with a high degree of independence. Ability to supervise professional and other staff and their respective work products. Ability to organize work to be accomplished, and delegate tasks to subordinates. Ability to communicate effectively both orally and in writing. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Physical Requirements:

Work is normally performed in an office environment, using computers, telephones, copiers, etc. Employees are expected to sit or stand at a workstation for extended periods of time while performing work.

Department/Division	Comp. Group	Range
Transit Accountant 1	44	06
Transit Accountant 2	44	08
Transit Accountant 3	44	10
Transit Accountant 4	44	12

Approved: _____
 Harper Donahue
 Human Resources Director
 _____ Date