



BUFFALO & FORT ERIE PUBLIC BRIDGE AUTHORITY

STAFF ACCOUNTANT JOB DESCRIPTION

Department: Finance

Employee Classification: Non-Union

Salary Grade: 3

Effective Date: January 1, 2018 (update 1/1/2022)

POSITION SUMMARY

This position assists the Controller with the development and maintenance of accounting processes, working papers and financial spreadsheets. This position is characterized by the responsibility to learn and apply professional accounting principles and standards (US GAAP) to facilitate controls, perform financial analyses and maintain fiscal accounting systems. Provides assistance in the preparation of reconciliations and analysis of routine balance sheet and income statement accounts. This position also performs a variety of accounting duties in accordance with departmental procedures while providing customer service to visitors, vendors, employees and Authority customers (internal and external). This position will be assigned to assist other professional staff to develop, maintain and strengthen the "team approach" at the Authority. This position must establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

The Staff Accountant follows established procedures and guidelines to accurately perform accounting procedures and maintain the Authority's financial records such as accounts receivable, fixed assets, tenant leases and conduit leases. Responsible to perform clerical accounting procedures accurately and on time. Makes standard calculations to accurately compile and report statistics and prepares accurate and timely financial reports for management (i.e. depreciation reports). Classifies, codes and posts journal entries to the general ledger. The Staff Accountant is also responsible for the preparation of the depreciation and utility budgets as well as broker lease and conduit revenue budgets. The Staff Accountant also serves as backup to certain Accounting Clerk duties during absences (i.e. accounts payable and check cutting).

This position also carries out duties associated with tenant leases (except for governmental tenants – i.e. GSA and PWC) which includes being the main point of contact for all tenants, maintain all required certificates of insurance as per lease agreements, correspond with tenants regarding lease expiration and renewals, maintain emergency contact lists for tenants, draft all required documentation related to lease renewals for CFO, update rent as per lease agreements, respond to issues related to the leased space.

REPORTING RELATIONSHIPS

Titles of Direct Supervisor	<ul style="list-style-type: none"> • Controller
Titles of Direct Reports	<ul style="list-style-type: none"> • N/A

Total # of Reports	0
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QUALIFICATIONS

Education	Minimum Required:	High School diploma and a 2 year Degree or Certificate in Accounting, and equivalent experience in an accounting/finance environment for a minimum of five years.
	Preferred:	Bachelor's Degree in Accounting or Finance
Experience	Minimum Required:	Minimum 5 years of experience in accounting or relevant finance role.
	Preferred:	More than 5 years of experience in an accounting role with general ledger and fixed asset experience. Dynamics AX or SAGE Intacct experience. Experience performing general ledger account reconciliations and maintaining fixed asset records.
Additional Certifications or Designations	Minimum Required:	General accounting knowledge attained through recognized accounting courses. Working understanding of US GAAP accounting principles.
	Preferred:	Additional Accounting Designation or certifications are considered an asset but not required.
Additional Job Skills	Minimum Required:	<ul style="list-style-type: none"> • No restriction on crossing the border and able to obtain and maintain a NEXUS card. • Computer literacy, including the use of financial systems, spreadsheet and word processing software. • Computer skills in a Windows environment essential. Excel electronic spreadsheet preparation and maintenance skills a must. • Strong customer service skills, including effective listening and communication skills. • Analytical ability; i.e. the ability to interpret data and develop conclusions. • Strong interpersonal, organization and time management skills.
	Preferred:	<ul style="list-style-type: none"> • Ability to work with minimal supervision

ESSENTIAL JOB FUNCTIONS

1	Accounting <ul style="list-style-type: none"> • Maintain prepaid assets and accrued liability work-papers, create and record monthly amortization entries, analyze and reconcile retainage (projects) and accounts payable ledgers, payroll liabilities, other accrued liabilities and deferred revenue. • Review quarterly NYSTA invoice determining all appropriate back-up documentation is in place and is properly reflected in the calculation of amounts due. Review calculation for reasonableness. 	40 / 100%
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	<ul style="list-style-type: none"> • Monitor new vendor procedural requirements ensuring validity of vendor and recording tax identification for accounts payable processing. Responsible for vendor maintenance (new vendors, name/address changes) in accounting system. • Monthly reconciliation of Aged AP to general ledger; balancing and collectively reviewing accuracy and reporting with the Accounting Clerk prior to month-end analysis. • Calculate and prepare HST quarterly tax returns. • Assist internal customers on an ad hoc basis with routine financial inquiries and/or analysis. • Back up to the Accounting Clerk (accounts payable processing, traffic stats, cash receipts, etc.) position for vacations and additional time off. Ability to act as a mentor and provide day-to-day support. • Generate, reconcile and mail customer invoices/ credit memos. Monitors outstanding accounts receivable, initiates collection of delinquent accounts and assists customers in substantiating amounts due for services rendered. Recommends accounts to be written off as uncollectible. Once the Controller closes the accounts receivable, reviews the reconciliation and aging reports collectively to ensure accuracy prior to month-end analysis. • Maintain and review all rental property information (including Conduit leases) and ensure tenant information is updated. Calculate all increases in rent ensuring increases are timely and in accordance with lease agreements and are invoiced accurately. Monitor lease expiration dates and ensure renewal timeline is followed. • Calculate monthly contingent rental revenue related to the US and Canadian Duty Free operations and ensure that all financial reports as required in the lease agreements are received. • Calculate and create invoice for quarterly rent and electricity usage for the Pattison billboard. 	
2	<p>Property Management</p> <ul style="list-style-type: none"> • Point of contact for broker tenants; respond to inquiries, maintain lease renewals and draft renewal documents for CFO and tenant; maintain all certificates of insurance for tenants; maintain website for available space listing. 	5 / 100%
3	<p>Capital Projects and Fixed Assets</p> <ul style="list-style-type: none"> • Maintain the Authority's capital assets through a fixed asset software system. This requires reconciliation to the general ledger, calculation of depreciation, proper recording of acquisitions and disposals, analysis of depreciation expense (actual to budget), maintenance of electronic and physical records, periodic analysis and providing reporting for decision-making. Update information and generate the monthly capital / commitment report, which is reviewed by the Controller before presentation to the Board. • Review detail invoice composition of capital projects, prior to payment, ensuring expenditures are substantiated by appropriate records & receipts, invoices are mathematically correct, amounts invoiced (i.e. wages and overhead) agree to contract amounts, proper approval by management for procurements, contracts and corresponding change orders, a budget exists that is not exceeded and coding of invoice to proper expense account. • Ensures that proper procurement was carried out for all capital projects, determine that change orders are approved and on file before payment, and that a budget exists that is not exceeded. 	40 / 100%

4	<p>Budgeting</p> <ul style="list-style-type: none"> Analyze U.S. and Canadian utility accounts for cost variations and various budget requirements of the same and perform monthly accruals. Responsible for U.S. utility supplier procurements and execution of contracts. Prepare annual utility budget for the Authority utilizing current market trends, historical usages, etc. Work with Maintenance Managers to monitor usage throughout the year to identify potential problems. Prepare annual budgets for bad debt, conduit revenue, broker rent revenue, E-Z Pass operating expenses and EZ Pass tags, and depreciation expense. Prepare annual service contracts budget and perform monthly analysis of service contracts actual to budget. 	5 / 100%
5	<p>Administration</p> <ul style="list-style-type: none"> Provide customer service, including greeting and directing visitors, vendors, employees and bridge customers. Initiate and recommend customer service improvements based upon input received from customers and knowledge of the organization. Initiate and recommend improvements to job responsibilities or other finance-related policies and procedures. Demonstrate service excellence and cultivate professional relationships with all internal and external customers by meeting or exceeding their expectations. Complete Statistics Canada surveys (a few times a year) for annual capital expenditures – preliminary estimate for current year and intentions for upcoming year, annual capital and repair expenditures –business activity, expenditure and output. Identify, understand and resolve conflicts or problems within area of responsibility. Exercise independent judgement in executing job responsibilities. Maintain and review Authority fleet fuel cards. Responsible for the maintenance of the fleet account including verifying eligible employees and Authority vehicles. Review and maintain Authority service contracts. Determine that charges are in accordance with agreement. May prepare routine/non-routine statistical analysis for internal use or in compliance with external requirements. 	10 / 100%

CORE COMPETENCIES

These competencies reflect the most critical skills and behaviors required to carry out the accountabilities of the job. This is not an exhaustive list of all behaviors or skills expected or required of the job.

<p>Culture & Human Capital Development (Managing & Influencing Others)</p>	<ul style="list-style-type: none"> Fosters teamwork and optimizes cross training opportunities. Ensures team and individual project deadlines are met. Influences others positively by supporting the organizational mission by emulating A+ performance standards and model behaviors that are a positive reflection of the Authority, Board Members and employees.
<p>Negotiating & Reasoning Skills</p>	<ul style="list-style-type: none"> Communication skills and fact finding research abilities are required for the purpose of reasoning and influencing effective decision making. Position will have internal and external relationships that will require a level of professionalism while dealing with various opportunities and challenges that will occur

	and it is expected that the position does not use their position for personal gain and represents the Authority in a fair and impartial manner.
Integrity & Confidentiality (required to handle sensitive and proprietary information.)	<ul style="list-style-type: none"> • Represents the Authority with a professional level of integrity. • Establishes and maintains relations built on mutual respect and trust. • Exercises good judgement and acquired relevant knowledge to make fair, ethical and reasonable decisions and recommendations to the Management and Executive level. • Communicates clearly, consistently and effectively by using clear, respectful language orally and in writing with internal and external relations. • Abides by Authority policies, rules and regulations. • Exercises discretion while handling the Authority's private and confidential information.
Risk Factors (Health & Safety, Financial, Legal, Public Image positive and negative to the Authority.)	<ul style="list-style-type: none"> • Minimal Health and Safety, Financial, Legal and Public Image risk to the Authority while abiding by the rules and regulations outlines in the Employee Handbook. • The Staff Accountant requires maintaining Authority records and a strict level of confidentiality bound by privacy legislation to protect the integrity of the Authority and Authority employees.
Awareness (Awareness of effectively managing time and resources, work safe practices, consequences to actions, bringing best practices to the Authority.)	<ul style="list-style-type: none"> • Supporting the Authority's Vision- Committed to the Authority's mission, values and strategic direction by possessing a positive, respectful attitude and by providing quality work in a timely manner. • Supporting the Authority's Commitment to Diversity- respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance. • Transparent- complies with equal employment opportunity policies and programs that impact each individual's human rights. • Conflict Resolution- diffuses day to day conflicts and challenges by remaining calm, communicating respectfully, respecting the opinion of others, being mindful of body language and resolving conflict in a constructive manner with a positive outcome in compliance with the Authority policies. • Proactive- perceive impact and implications of decisions and outcomes and collaborate ideas for resolution with Manager and/or Executive members. • Interpersonal Aptitude- maintains professional composure, listens to others opinions, presents recommendations and maintains positive work relations. • Communications- effective communication skills. Speaks, presents and writes clearly and positively, responds to day to day inquiries in various oral and written communication styles and formats. Provides reports as required by the Manager and/or Executive team member. • Financially Conscientious- mindful of the cost impacts of decisions and work-habits to the Authority. • Safety Conscientious- Being aware of conditions and circumstances that affect one's own safety or the safety of other employees and/or a member of the public. Aware of reporting hazards and incidents immediately.
Accountability (Reliability, deadlines, budget, short term and long term decision making.)	<ul style="list-style-type: none"> • Credibility- consistently applies good work practices and approach by being professional, present, on time. • Achieves position goals- timely and thoroughly. • Takes responsibility for errors or mistakes by learning from the mistake and by taking necessary corrective actions to prevent the error from recurring. • Accountable and considerate of Authority funds and resources. • Reliable and punctual. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.
Action (Initiative to deliver results.)	<ul style="list-style-type: none"> • Takes initiative to resolve challenges and provide solutions to challenges and opportunities for improvements and performs tasks with minimal direction.

	<ul style="list-style-type: none"> • Achieves goals and objectives by producing quality work in a thorough and timely manner. • Participates as an active and contributing member of a team to achieve team goals. Works cooperatively with other team members, involves others, shares information collectively as appropriate and shares credit for team accomplishments.
<p>Attitude (Excellence in Customer Service Focus- Enhancing the Peace Bridge Brand. Team Oriented.)</p>	<ul style="list-style-type: none"> • Professionalism- A+ performance standards (meeting or exceeding) with desired behavior while representing the Authority with professionalism. Maintains a professional level of integrity, consistent approach, respectful in all relations and communications, trustworthy of the Authority's assets, exercises discretion with the Authority's private and confidential information and transparent in every facet of conducting business. • Adaptability- open to change, embraces positive culture, process and technological change initiatives with an open mind and positive attitude. • Customer service- provides customer service with excellence by providing a friendly, welcoming experience to every customer interaction. Makes reasonable effort to resolve customer complaints. Elevates to Supervisor if unresolved. • Respectful- treats internal, external peers, contacts, customers and clients with respect. • Organizational Commitment- Abides by the policies of the Authority that outline rules and regulations and expected behaviors. Committed to achieving organizational goals timely and accurately.

INTERNAL & EXTERNAL RELATIONS

Internal	Controller – daily communication regarding direction and routine reporting related to duties; month-end closing, budget; etc.
	Other Department Managers – request for completing required financial documentation; new vendor forms, etc.
External	Customers –contact to inform regarding account status, primary contact for broker tenants – discuss rental options, issues.
	Government Bodies (ie. New York State) – submit required tax returns.

QUANTIFIED JOB CONTEXT


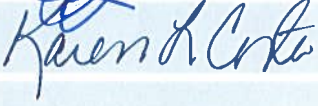
- N/A

WORKING CONDITIONS

- The work environment is representative of the anticipated encounters, stressors and challenges while performing the essential functions at the Administrative level. Full mental and cognitive functional abilities are imperative to perform the essential functions of the position.
- The work performed is carried out in an office environment which requires working at a desk work station and performing administrative functions that require working at a computer work station, responding to calls, communicating orally and in writing, requires focus to analyze and comprehend information. Minimal stressors while dealing with project, technological and internal/external contact challenges.
- Ability to travel between U.S. and Canada is required.
- Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of the position.

APPROVAL

By approving this job description, those signing are agreeing that the above describes the appropriate qualifications and principal functions and responsibilities for the position.

Authorized Official	Title	Signature	Date
Ron Rienas	General Manager		1-1-2022
Karen Costa	Chief Financial Officer		1-1-2022

IMPORTANT NOTE

The Buffalo & Fort Erie Public Bridge Authority reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.

The Buffalo and Fort Erie Public Bridge Authority is an Equal Opportunity Employer.