

TOLEDO-LUCAS COUNTY PORT AUTHORITY

POSITION DESCRIPTION

POSITION: **ACCOUNTANT - PACE PROGRAM ADMINISTRATOR**

FLSA CATEGORY: Exempt

DIVISION: Administration: Accounting

REPORTS TO: Controller

POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED: None

POSITION REQUIREMENTS:

1. Completion of the Port Authority's Application for Employment
2. Satisfactory results on background investigation
3. Valid driver license; insurability for the operation of motor vehicles
4. Satisfactory results on pre-employment and post-employment and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction

QUALIFICATIONS:

1. Bachelor's degree in Accounting or equivalent experience in finance, accounting, or business administration, or in a field related to the position (three years of experience shall be considered equivalent to one year of university-level education). Certified Public Accountant designation, special assessment administration experience, and/or knowledge of energy special improvement districts, a plus
2. At least two years of experience in public accounting and/or conducting audits of governmental entities. Understanding of bond transactions, a plus
3. Knowledge of accounting entries necessary to track daily cash inflows and outflows
4. Knowledge of generally accepted accounting principles (GAAP) treatment of accrual accounting
5. Understanding of contract structure and a demonstrated ability to read, comprehend, and interpret legal documents
6. Advanced skill with computers, accounting software, and Microsoft Office programs including Word, Excel, Outlook, and PowerPoint

JOB SUMMARY:

1. Maintain the books of account and administration of the Port Authority's Property Assessed Clean Energy (PACE) program, ensuring that all financial data is recorded in accordance with GAAP
2. Provide routine and special reports to the Port Authority and the Northwest Ohio Advanced Energy Improvement District (ESID) boards of directors, senior management teams, and outside agencies
3. Assist with annual and interim reporting as needed to describe the financial position of the PACE program
4. Coordinate the legislation and administration of special assessment projects

ESSENTIAL FUNCTIONS:

1. Maintain the books of the PACE program, ensuring that all financial data is recorded in accordance with GAAP.
2. Provide various routine and special reports to the Port Authority and the ESID boards of directors, senior management teams, and outside agencies.
3. Assist with annual and interim reports, budget reports, financial statements, and amortization schedules as needed to describe the financial position of the PACE Program.
4. Coordinate the annual ESID audit and tax return preparation with external auditors.
5. Assist in accounting for the cash flow of the PACE program and qualified energy conservation bond(s), and track invoices and other expenses paid by project.
6. Assist in the planning and administration of the PACE program accounting and information system.
7. Assist in the planning and administration of internal audits of the PACE program in concert with other Port Authority accounting staff.
8. Track and record PACE program grants and bond transactions, including applications, preparation of disbursement and draw requests, and follow-up.
9. Maintain and assist in the preparation of documentation related to energy projects, including energy audits, special assessment legislation, and final legal documents.
10. Perform month-end closing responsibilities, including preparation of journal entries and preparation of monthly reports.
11. Attend meetings as necessary to communicate the financial position of the PACE program.

MARGINAL FUNCTIONS:

1. Provide accounting support to Port Authority Accounting Department.
2. Perform such other duties as may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear
2. Operate telephone and computer systems
3. Have full physical dexterity and agility
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch
5. Drive a motor vehicle

Work environment: While performing the duties of this job, the employee is exposed to various office environments. The noise level in the work environment is usually moderate.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT:

1. Prospective and existing borrowers
2. Legal counsel
3. Financial institution and banking representatives
4. Lending institutions
5. Various federal and state taxing entities
6. Independent auditors and accountants
7. Board members
8. Public

Approved by President/CEO

Date

Revised: July 24, 2020