

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Responsible for Accounts Receivable (AR) at the Lake Charles Harbor & Terminal District (Port of Lake Charles) with a \$41.6 million operating revenue in 2017

This is a Career Progression Group, the highest level allocated at Accountant 2. It may be under filled at the lower level of Accountant 1. The District shall define and set requirements for the criteria needed for advancement to the next level in the series. This may include specific education or work-related experience obtained at this agency or through former employment.

- 65% Sets up and maintains customer information in the Accounting system;
Prepares and generates invoices with appropriate backup;
Classifies revenue to the proper account code;
Confirms and verifies different rates on all invoices according to the current tariff or contract;
Verifies the accuracy of invoices and submits to customers;
Reviews lease agreements and must be knowledgeable regarding agreement amount, term, changes (such as CPI adjustments) to be invoiced;
Reviews the summary page of over 50 lease agreements every month;
Verifies and adjusts rent accordingly;
Works with Traffic Department to confirm that all revenue is invoiced properly each month and records any accruals as needed;
Posts and journalizes entries;
- Records daily payments received by the agency;
Communicates with customers regarding invoices and account balances;
Maintains on-account balances;
Issues credit or refunds overpayment;
Works collections on overdue invoices on a weekly basis;
Calculates finance charges and forwards the invoices, with appropriate supporting documentation, to the Legal Department for collection as needed;
Tracks all overdue invoices until payment is made;
Emails accounts receivable aging to all of the District's departmental directors for review each month;
- Journalizes daily receipts from the District's TWIC (Transportation Worker Identification Credential) activity;
- Collects, maintains and enters payments of traffic tickets from the District's Harbor Police Department;
Conducts quarterly audit of all HPD officer's ticket books to insure that all tickets are accounted for;
- Maintains and journalizes revenue from deferred revenue accounts on a monthly basis;
- Provides information/assistance needed to customers, Accountants, and Accountant Manager for use in resolving problems;
Confers with Accountant Manager regarding problem areas and makes recommendations for increasing efficiency on resolving problems and procedures;

Provides back up in other areas of the Accounting Department during peak periods and short-term absences;
Participates in special projects

- 25% Prepares tonnage reports for various commodities on a monthly basis and verifies with the Traffic Department;
Responsible for preparing a spreadsheet using tonnage revenue to determine the proper percentage allocation to distribute expenses from various prorated accounts to the proper cost center;
Journalizes a portion of prorated accounts every month;

Maintains and reconciles recap data for all revenue accounts;
Closes out AR monthly and yearly to meet 4 day close deadline;
Prepares reconciliation reports for various balance sheet accounts that are reviewed monthly by Accountant Manager;
Prepares reports for Accountant Manager, Director of Administration & Finance and the Auditors as requested;

Compares actual to budget rental revenue with explanation of variances and prepares the budget vs actual rental revenue report monthly;
Assists Director of Administration & Finance with forecasting quarterly rental budget;

Assists Seafarer Center to collect payments and prepares the information for Accounts Payable to reimburse monthly

- 10% Allocates and calculates over 30 prepaid insurance expenses based on proportion of the next year's budgeted revenue, expense, or the value of all District property and fixed assets for various departments upon renewal of each prepaid insurance or as necessary;
Amortizes and journalizes prepaid insurance expenses each month;

Semi-annually completes physical inventory on each fixed asset at the District's Bulk Terminal #1;
Manually applies asset tags on assets and obtains information to ascertain the accuracy of the location, serial and/or model number of assets;
Prepares the deletion/transfer forms for approval

Performs other related duties as needed or assigned

CRITERIA FOR ADVANCEMENT TO THE NEXT LEVEL IN THE CAREER PROGRESSION GROUP

Basis for advancement requires that an employee must be on permanent status and possess the minimum qualifications required by Civil Service. The employee must have demonstrated cooperation, a willingness to work, acceptable and safe job performance, an overall understanding and skill to perform these duties and earned an overall rating of "Successful," or higher on the last performance rating. The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).