

PORT FREEPORT, TEXAS



Title: Accounting Analyst

Class Code: ac
Pay Grade: 120

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to administer the financial operations of a federal program establishing Port Freeport as Foreign-Trade Zone (FTZ) and compliance with all rules and regulations to maintain FTZ designation. Serves as the contract and tariff administrator with oversight responsibilities for billing activities.

This job/class works independently, under supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Reviews, posts, prints, and distributes invoices for Port services and lease agreements to customers and tenants in order to collect revenue due the Port.
- Ensures compliance with Port Freeport tariff rates, Port Freeport FTZ rates, and contract rates.
- Updates Port Tariff rates in the accounting software billing system to accurately charge customers current rates.
- Trains as necessary employees involved in Tariff and billing.



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- Collects revenue data as well as tonnage and container reports per customer/tenant and calculates revenue per ton for management analysis.
- Periodically reconciles billing system revenue data report to posted invoices to verify the accuracy of data used for the general ledger.
- Provides a report on research projects assigned by management.
- Prepares and maintains lease files under critical records on the network drive and creates a Lease Summary Sheet for management to review and approve.
- Periodically reviews accounting practices and procedures and recommends changes if necessary.
- Assists in annual audit, including year-end schedules.
- Prepares an annual report to the FTZ Board on activity conducted by FTZ No. 149 users and subzones to maintain compliance with regulations. Review applications filed by FTZ No. 149 to the Foreign-Trade Zones Board for expansions and special-purpose subzones. Maintain copies of all applications filed.
- Completes a Tally-In or Tally-Out form of merchandise being admitted into or removed from FTZ No. 149 inventory control system.
- Prepares a report to Customs & Board Protection reconciling merchandise admitted into and removed from FTZ No. 149 and conducts system reviews to track inventory control and recordkeeping of such merchandise to protect the FTZ Operator Bond from fines and penalties. Prepares application for FTZ Activity Permit/Customs Form 216 for Users of the general-purpose zone upon request.

Additional Duties:

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:



PORT FREEPORT, TEXAS



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Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, coordinates, and analyzes data or information and may implement and report on operations and activities.

People Responsibility:

People includes co-workers, workers in other areas or agencies and the general public.

Assists others by recommending work procedures, maintaining harmonious relations, and promoting efficiency. Instructs/trains others through explanation, demonstration and supervised practice or makes recommendations based on technical expertise.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of an assigned areas of responsibilities and the billing of large volumes of revenue transactions.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or computes discounts and interest rates.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals, charts, and professional publications; speaks informally to groups of co-workers, staff in other departments, the general public and people in



PORT FREEPORT, TEXAS



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other organizations and presents training; composes reports for approval, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment Requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance and the breadth of impact of the judgments and decisions.

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsibilities include providing assistance in developing policies and practices.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and occasional exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – Minor

Data loss – **Serious**

Exposure to legal liability – Moderate

Brand loss - Minor

Economic loss – **Serious**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.



PORT FREEPORT, TEXAS



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Performs sedentary work that involves walking or standing some of the time and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires an Associate's Degree in business, accounting, finance or closely related field.

Requires four years of financial or accounting experience or closely related



PORT FREEPORT, TEXAS



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experience.

Special Certifications and Licenses:

Requires training for the Foreign-Trade Zones program.

Valid TX State driver's license

Valid TWIC certification

Must be able to pass a background check

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

