CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Planning And Community Development Accounting Specialist**	**UNION:1937 SG:111 CS:E/P**
CLASS TITLE:	**Contract Accounting Specialist**	**FLSA:Y EEO4CODE/SOC:AS/43-3031**
DEPARTMENT:	**Planning and Community Development**	

JOB SUMMARY:

Performs various complex accounting functions within the Department. Responsible for the accuracy and integrity of the departments budgets and grant reimbursements including special purpose, proprietary and general funds. Performs statistical calculations, financial and cash flow analysis, and projections to support management decisions. Prepares monthly, quarterly and annual financial reports as required by granting agencies, the tourism commission, department management and the Finance Department. Coordinates the detail of the department budget process. Responsible for required recordkeeping and compliance for various large federal grants including Department of Housing and Urban Development (HUD) funds. Develops methods to analyze financial data and creates various as needed by department management.

SUPERVISORY RELATIONSHIP:

Reports to the Housing and Services Program Manager; receives day to day oversight and technical direction from the Contract & Accounting Coordinator. Works independently under the guidance of applicable federal and state laws, City regulations and contractual agreements, Generally Accepted Accounting Principles (GAAP) and Budgeting, Accounting and Reporting System (BARS). Maintains a working relationship with the Planning and Community Development Director and the Economic Development Manager as well as the City Finance Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs statistical calculations, cash flow and ending reserve projections, financial summaries, budget to actual comparisons and various HUD cap computations to support day to day management decision making within the Planning and Community Development Department.

2. Creates and updates various financial reports for a variety of purposes including grant requirements, tourism commission, the finance department and management decision making. Completes the semi-annual women in business report, the annual section 3 report and the semi-annual Davis-Bacon report.

3. Works with accounting to determine proper accounting treatment of a variety of new program areas. Fund types include general fund, proprietary fund and several special purpose funds both grant and tax based revenue sources.

4. Coordinates the detail of the departmental budget process by working with various managers and conducting research and analysis of income and expenditures to make recommendations on various budget lines. Translates budgets in the HUD planning documents into the City required

format. Maintains knowledge of budgetary factors including council and mayoral directives, departmental goals, carry over funds and grant revenues.

5. Maintains and monitors all grants and funds including Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Tourism, Housing Levy, General Fund and Building Services. Maintains spreadsheets to track expenses and draws, remaining grant balances/fund balances and reconciles to the general ledger. Investigates and analyzes budget variances and initiates journal vouchers as needed to maintain accuracy in the general ledger/job cost codes. Works with project managers on project budgets under the jurisdiction of PCD. Draws grant funds

6. Processes accounts payable, including credit cards, for the Department utilizing appropriate job cost or UAC codes to ensure activities are recorded accurately. Prepares purchase requisitions. Creates new and maintains current job cost codes. Requests new UACs to facilitate program changes and new funding sources.

7. Performs required HUD grant recordkeeping within the Integrated Disbursement and Information System (IDIS). Balances CDBG and HOME job cost/general ledger to IDIS entitlement, draw and program income records. Creates and closes activities, reports beneficiaries, receipts program income, determines funding amount changes needed, runs various reports for use in managing the financial aspects of CDBG and HOME. Prepares annual PR26 balancing report for inclusion in the Consolidated Annual Performance and Evaluation Report (CAPER).

8. Processes grant reimbursement requests for the City's Human Services Program and the Tourism Grant Program by determining compliance with HUD Human Service regulations, the appropriate City contract, approved grant budgets and federal, state and city regulations. Provides technical assistance to Human Service and Tourism grantees in these areas when requested.

9. Reviews quarterly beneficiary reports from Human Service agencies assessing contract performance. Conducts site visits to verify accuracy of beneficiary and expense information and other HUD requirements. Serves as a technical resource to Human Services agencies for compliance assistance.

10. Maintains loan balance and repayment records for major housing loans for CDBG, HOME, NSP and the housing levy. Computes payments based upon contractual agreements, creates and sends invoices and deposits payments. Maintains and balances the spreadsheet ledger that details the HUD, HOME, NSP and Housing Levy loans capitalized in the general ledger. Follows-up on delinquent accounts.

11. May monitor federally-funded construction projects for compliance with federal labor standards and the Housing and Urban Development Act of 1968 Section Three regulations. Holds pre-construction meetings on covered projects.

12. Initiates the monthly payroll entry for appropriate labor distribution for PCD in the general ledger.

13. Maintains department records on computer replacement needs.

14. Maintains records and adequate balance for petty cash account.

ADDITIONAL WORK PERFORMED

1. Performs clerical duties such as typing, word processing and editing, filing, copying, drafting forms and data entry/retrieval.

2. Provides information and assistance to Department staff.

3. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- General knowledge of generally accepted accounting principles (GAAP) and the Washington State Budgeting, Accounting and Reporting System (BARS).
- Knowledge of cost accounting principles and the ability to apply them.
- Knowledge and ability to apply federal, state and local regulations.
- Knowledge of office principles and practices and ability to use a variety of office equipment, including computer, typewriter, multi-line electronic digital phone systems, copier, fax, etc.
- Knowledge of various filing systems (computerized and hard copy) and ability to accurately maintain them

Skill in:
- Strong computer skills including spreadsheet applications, word processing, data base, and record keeping; ability and willingness to learn new applications and techniques.
- Strong oral and written communication skills, interpersonal sensitivity and problem solving skills for interacting with a diverse population including coworkers, program participants and the general public.
- Strong organizational skills.

Ability to:
- Ability to understand and comply with City of Bellingham policies and procedures applicable to the position, such as those for petty cash, purchase cards and travel reimbursement
- Strong ability to add, subtract, multiply, divide and compute percentages with accuracy; ability to use 10-key with speed and accuracy.
- Ability to apply the Department's purpose, policies, procedures, functions and practices.
- Ability to do repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Ability to follow written and oral instructions, to prioritize workload for completion in a timely manner and to work independently or as a member of a team depending on project needs.
- Ability to tolerate stress and to handle several tasks in an environment of frequent interruptions.
- Ability to maintain client confidentiality.
- Ability to independently research a variety of sources for information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties of the position including:
    - Frequently operate a computer and read a computer screen or typewritten page;
    - Frequent keyboarding, gripping and clicking mouse;
    - Frequently communicate verbally;
    - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed at a computer workstation in an open concept office environment. Work involves sitting and working in front of a computer terminal for extended periods of time. Working conditions include noise, frequent interruptions, and other distractions, with very low everyday risks working around and operating standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- AA degree or two years of college or vocational coursework in accounting or related required. Two years of relevant bookkeeping and/or accounting support experience may substitute for an AA degree.
- Three years of progressively responsible bookkeeping and/or accounting support experience utilizing computerized accounting systems and spreadsheets required.
- One year experience with record-keeping and compliance monitoring for grant-funded contracts preferred.
- Accounting support experience in a municipal or public sector environment preferred.
- Advanced utilization of computer software applications, including spreadsheets, databases, and word processors preferred.
- Experience utilizing Budget Accounting and Reporting System (BARS) strongly preferred.
- Typing at 45 wpm NET and ten-key proficiency.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: Holt Consulting
7/00
C. Flickinger/L. Klemanski
2/02
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1/05
C. Flickinger/C. Goldston/L. Klemanski
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REVIEWED BY: _____
Blake Lyon, Director
Planning and Community
Development Department