CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Contract & Accounting Coordinator** **UNION:231**
SG:4
DEPARTMENT: **Planning & Community Development** **CS:N**
FLSA:N
EEO4/SOC:PR/13-2099

JOB SUMMARY:

Maintains accounting responsibility for multiple budgetary programs within the Planning and Community Development Department to ensure financial transactions, records, contracts, statements and reports comply with generally accepted accounting principles (GAAP), the Washington State Budgeting, Accounting and Reporting system (BARS), and other applicable regulations. Researches laws and legal requirements regarding contractual and grant funding issues and makes recommendations on internal policies, procedures and workflow. Provides statistical and financial data to Department Director and staff as requested. Oversees complex data audited directly by the State Auditor's office and the Federal Single Audit group for grant compliance. Researches and prepares reports for State and Federal audit requirements and State granting agencies and is responsible for grant status and compliance reporting requiring significant interaction with these external agencies. Any audit findings can be detrimental to the City's grant certification. Provides financial data regarding grants and capital projects to Budgeting and Accounting personnel.

SUPERVISORY RELATIONSHIPS:

Reports to the Housing and Services Program Manager. Works under general supervision and the guidance of City and Departmental policies and procedures and applicable federal and state laws, City regulations, and contractual agreements. Maintains a close working relationship with, and provides information and technical guidance to Department Management and Project Managers. Provides day-to-day oversight and technical direction to the Contract Accounting Specialist, and other staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews, monitors and analyzes the finances of the Planning and Community Development Department, including the overall department budget and individual programs such as Housing and Services, Tourism, and Arts. Ensures proper accounting of department activities in coordination with Finance Department according to GAAP and BARS. Oversees the work of and coordinates with department accounting staff to develop and submit budget data for large multi-year, multi-funded programs and capital projects to management for approval. Includes identifying multi-year projects for inclusion into the budget and coordinating program and capital data for presentation at annual departmental budget meetings.

2. Reviews, develops and recommends departmental financial policies and procedures. Develops procedural structure and flow, recognizing differences in program size, funding sources, and funding amounts. Maintains awareness of changes in requirements from outside regulatory entities, and recommends updates to policies and procedures to ensure compliancy with new rules and regulations.

3. Responsible for accurate calculation and processing of grant reimbursement requests; processes or oversees the determination of grant reimbursable amounts and submission of requests for funds. Oversees and audits billing process for private sector or other governmental units. Identifies costs and ensures accurate processing of invoices for reimbursement to various granting agencies. Ensures compliance with governing laws by interacting regularly with representatives of various state agencies. Performs analytical research regarding grant revenue and expenditures for management and staff.

4. Furnishes program and capital data to Finance Department accounting staff to be included in yearly financial reports for the State Auditor. Reporting includes current and projected revenues and current and obligated funds for all Housing and Services capital projects and a statistical analysis by capital project of costs and loan repayments from inception of project to projected loan repayment date. Ensures adequate audit trail by use of the State BARS accounting system.

5. Oversees and audits program and capital data provided to management for inclusion in reports provided to federal and other regulatory entities, such as the Department of Housing and Urban Development (HUD). Reporting includes annual commitments and expenditures of funding by source and type, program accomplishments, leverage of federal and local funds, match analysis from regulatory entities, women and minority-owned business enterprise analysis and compilation, HUD Section 3 analysis and compilation, and compilation of labor standard compliance, as relevant.

6. Calculates and performs analysis of internal functions including Planning overhead costs, direct labor, worked and non-worked benefits.

7. Reviews and interprets program and capital contracts for method of payment; monitors invoices for compliance with local, state and federal requirements. Ensures completion of appropriate documentation for programs and projects in accordance with the CFR’s, WAC's, RCW's, internal policies and guidelines and contractual agreements.

8. Prepares re-appropriation data for both encumbered and unencumbered program and project expenses and revenues at year end.

9. Oversees the processes of requisitions and claim payments. Ensures accuracy of billings by performing audits.

10. Performs cash flow projections by forecasting revenue and expenses. Monitors and evaluates programs for deficiencies. Takes corrective action as appropriate.

11. Provides technical guidance and training to department staff and supports the work of program and project managers. Provides day-to-day oversight and technical direction to the Contract Accounting Specialist and other departmental accounting staff.

ADDITIONAL WORK PERFORMED:

1. Composes correspondence related to projects and prepares job-related procedural data.

2. Works as part of a team with administrative and program staff.

3. May perform special projects and conduct research as assigned.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of general accepted accounting principles (GAAP) and office procedures.
- Thorough knowledge of federal, state, and capital grant anagement policies and procedures.
- Thorough knowledge of governmental accounting and auditing procedures.
- Working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- Working knowledge of computerized accounting, BARS accounting system, electronic spreadsheets, database and word processing software, and mainframe computer systems.
- Familiarity with planning, housing and community development terminology.

Skills in:
- Active learning to understand the implications of new information for both current and future problem-solving and decision-making.
- Time management to prioritize and complete tasks within required time frames.
- Critical thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Use of computer spreadsheet applications and City's financial systems job cost module.

Ability to:
- Apply advanced accounting principles to the development of account records and reports.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures.
- Develop and maintain complex spreadsheet documents
- Independently investigate, evaluate and recommend solutions to problems.
- Compile and tabulate statistical data and prepare reports and summaries.
- Complete arithmetical computations accurately and rapidly.
- Coordinate, prioritize and complete multiple tasks simultaneously with attention to detail.
- Work independently to initiate, plan, organize and execute projects to meet deadlines.
- Communicate effectively, as appropriate to the needs of the audience.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting or remotely with the majority of time at a computer workstation, with occasional visits to other agency offices or work sites. Business travel may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree in accounting or public administration.

- Four years of accounting experience utilizing computerized accounting systems and spreadsheets, including two years of contract accounting experience and demonstrated knowledge of GAAP.
- Experience monitoring compliance and maintaining records for grant-funded contracts preferred.
- Accounting experience in a municipal or public sector environment preferred.
- Experience utilizing BARS accounting system preferred.
- Familiarity with planning, housing and community development terminology and concepts preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

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REVIEWED BY: _____
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Planning and Community
Development Director