**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** **Project Accounting Coordinator** **UNION:231**
**SG:4**
**DEPARTMENT:** **Public Works** **CS:N**
**FLSA:N**
**EEO4/SOCCODE:PR/13-2099**

## JOB SUMMARY:

Maintains accounting and budgetary responsibility for complex and multi-funded Public Works Department Capital Improvement Plan and other departmental capital projects. Ensures financial transactions, records, statements and reports comply with generally accepted accounting principles (GAAP) and the Washington State Budgeting, Accounting and Reporting system (BARS). Researches and stays current on applicable laws and legal requirements regarding contractual and grant funding, and makes recommendations to management. Provides statistical and financial data to management and staff as requested. Maintains complex project accounting data audited by the State Auditor's office and the Federal Single Audit group for grant compliance. Prepares statistical and financial reports for State and Federal audit and State granting agencies, and is responsible for grant status and compliance reporting, requiring significant interaction with external agencies. Provides grant and capital project financial data to the Finance Department Budget and Accounting staff. Trains and monitors work of lower classified Public Works Financial Services staff.

## SUPERVISORY RELATIONSHIPS:

Reports to the Financial Services 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 Finance Department Budget, Accounting Staff and Public Works capital projects management teams. Provides day-to-day direction and technical guidance to lower classified Financial Services staff as assigned.

## ESSENTIAL FUNCTIONS:

1. Reviews, monitors and analyzes the finances of the Public Works Department capital project program. Coordinates with Public Works capital projects management to develop and submit budget data for a large, multi-year, multi-funded Capital program for management approval. Responsibilities include identifying multi-year projects for inclusion in the budget and coordinating capital data for presentation at annual departmental budget meetings.

2. Determines grant reimbursable amounts due from State, Federal and other agencies. Submits requests for funds, oversees the billing process for the private sector or other governmental units by identifying costs and processing invoices for reimbursement to the various granting agencies. Ensures compliance with governing laws by interacting regularly with representatives of various agencies. Performs analytical research regarding grant revenue and expenditures for management and staff.

3. Furnishes Capital data to the Finance accounting staff to be included in the yearly financial reports for the State Auditor. Reporting includes current and projected revenues, current and

obligated funds for all Public Works capital projects and a statistical analysis by capital project of costs from inception of project to date. Ensures adequate audit trail to prevent audit findings and to protect the City's grant certification and credit rating.

4. Provides guidance and support to project managers on project budget requests, project financial recordkeeping, payments, billing for grant reimbursement and other outside funding, project budget monitoring, and project closeout including compliance verification and retainage release.

5. Reviews and interprets construction contracts and project invoices for completion, accuracy, and compliance with State, federal and grant requirements. Ensures completion of appropriate financial documentation for construction projects in accordance with the WAC's, RCW's and contractual agreements.

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

7. Performs cash flow projections by forecasting revenue and expenses. Monitors and evaluates programs for deficiencies. Recommends corrective action to management as appropriate.

8. Provides guidance and training to Financial Services staff as assigned and may assign and direct their work.

9. Provides guidance to staff on appropriate fund usage in accordance with federal, state and local laws.

**ADDITIONAL WORK PERFORMED:**

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

2. Provides back up to Accounting Technicians and other staff in the Financial Services group.

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

4. May act in responsible charge in the absence of the Financial Services Manager.

5. 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), governmental accounting and auditing procedures, and office procedures.
- Thorough knowledge of Capital Grants management policies and procedures.
- Working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- Working knowledge of Washington State public work and purchasing rules and regulations.
- Working knowledge of computerized accounting, BARS accounting system, electronic spreadsheets, database and word processing software, and internet applications.
- Familiarity with job costing concepts of accounting.

- Familiarity with construction and engineering 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, computerized financial accounting systems, and internet-based applications.

Ability to:
- Apply advanced accounting principles to the development of accounting records and reports.
- Analyze financial business processes and develop recommendations to improve routines and procedures.
- Analyze and interpret financial data and develop recommendations.
- Develop and maintain complex financial reports using spreadsheets or other system reporting tools.
- 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 with attention to detail.
- Work independently to initiate, plan, organize and execute projects to meet deadlines.
- Communicate effectively, both orally and in writing, 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 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 primarily performed in an office environment at a computer workstation which includes extensive periods of sitting and standing. Environment includes a normal range of noise and distractions with very low risk working around and operating standard office equipment.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree in accounting, public administration, or construction management with demonstrated knowledge of general accepted accounting principles (GAAP).
- Four years of accounting experience utilizing computerized accounting systems and spreadsheets, including two years of contract or construction accounting experience.
- Two years of grant accounting experience is preferred.

- Contract Administration Education Committee (CAEC) professional certificate through the Contract Administration Subcommittee of the American Public Works Association (APWA) preferred.
- Accounting experience in a municipal or public sector environment with public work contracts is preferred.
- Familiarity with engineering and construction 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.

**PREPARED BY:** Joint Classification Committee
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6/08

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01/26

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Joel Pfundt, Public Works Director