

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Project Accounting Coordinator

UNION:231

DEPARTMENT: Public Works – Operations

SG:4

CS:N

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

Maintains accounting responsibility for multiple Capital budgetary programs within the Public Works Department Capital Improvement Program to ensure financial transactions, records, statements and reports comply with generally accepted accounting principles (GAAP) and the Washington State Budgeting, Accounting and Reporting system (BARS). Researches applicable laws and legal requirements regarding contractual and grant funding issues and makes recommendations to upper management based on the research. Provides statistical and financial data to Department Director and staff as requested. Maintains complex Engineering 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. Monitors work of the Contract Accounting Technicians (CAT).

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 Engineering Management and the Project Engineers. Provides day-to-day direction and technical guidance to Contract Accounting Technicians and other Financial Services staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews, monitors and analyzes the finances of the Public Works Department Capital Project program. Coordinates with Engineering staff to develop and submit budget data for large multi-year, multi-funded Capital projects to Engineering management for approval. Includes identifying multi-year projects for inclusion into the budget and coordinating capital data for presentation at annual departmental budget meetings.
2. Determines grant reimbursable amounts due from State and Federal agencies and 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 state agencies. Performs analytical research regarding grant revenue and expenditures for management and staff.

3. Furnishes Capital data to the Financial accounting staff to be included in the yearly financial reports for the State Auditor. Reporting includes current and projected revenues and 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 by use of the State BARS accounting system.
4. Calculates and performs analysis of in-base functions including Engineering overhead costs including direct labor, worked and non-worked benefits.
5. Reviews and interprets construction contracts for method of payment; monitors invoices for compliance with State and federal requirements. Ensures completion of appropriate 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 Engineering capital expenses and revenues at year end.
7. Oversees the processes of requisitions and claim payments. Ensures accuracy of billings by performing audits.
8. Performs cash flow projections by forecasting revenue and expenses. Monitors and evaluates programs for deficiencies. Takes corrective action as appropriate.
9. Provides guidance and training to Contract Accounting Technicians as needed and may assign and direct their work.
10. 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 Contract Accounting Technicians in the Financial Services unit.
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) and office procedures.
- Thorough knowledge of Capital Grants management 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 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 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, 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 the essential functions of the job, including:
 - Correctable visual acuity to read a computer screen and a typeset page;
 - Fine finger dexterity to manipulate computer keyboard and mouse.

WORKING ENVIRONMENT:

Duties are primarily performed in an office environment at a computer workstation which includes extensive periods of sitting.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree in accounting or public administration 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 accounting experience.
- Two years of experience monitoring compliance and maintaining records for grant-funded contracts or certification through the Contract Administration Subcommittee of the American Public Works Association (APWA) preferred.
- Accounting experience in a municipal or public sector environment preferred.

- Experience utilizing BARS accounting system 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 convictions and local background check.

PREPARED BY: Joint Classification Committee
L. Klemanski
P. Jones
6/08

REVIEWED BY: _____
Ted Carlson, Assistant Director
Public Works Operations

REVIEWED BY: _____
Dick McKinley, Public Works
Director