

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB465 Project Accountant Program Manager
<b>POSITION #/TITLE:</b> 2399 Project Accountant Program Manager	<b>Adopted:</b> 04-10
	<b>Revised:</b> 09-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/General Accounting	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 14
<b>Reports To Position #/Job Code #/JC Title:</b> 2667/NB017/Asst. Finance Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Standard and Intermediate Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Coordinates the City-wide General Accounting functions. Oversees the centralized accounting and financial reporting operations and activities of the City. Performs technical accounting, financial recording and duties specifically related to grant accounting; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the classification of Project Accountant I and Project Accountant II positions.

<b>Examples of Essential Work (Illustrative Only)</b>
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- Plans, organizes and assigns accounting duties and provides supervision for the daily activities of the General Accounting division staff and operations;
- Performs the closing of the ledger each month and fiscal year end;
- Compiles the results of closing into periodic financial statements and management reports and ensures distribution to department heads;
- Oversees the City's LLC's related to the Paramount Theatre and Courthouse II;
- Ensures the LLC's correct accounting entries are completed annually and historical tax credits are received;
- Responds to IRS concerning questions related to the City's LLC's;
- Regularly reviews staff performance and staffing needs;
- Administers the City's grant accounting function, including assignment of grants amongst staff;
- Maintains grant financial data including grant listing and other agreements;
- Performs reconciliations for grant administration and provides monthly grant status reports;
- Prepares and submits grant reimbursement requests and other agreement reimbursement requests and determines appropriate general ledger coding;
- Determines, prepares, and records necessary journal entries in financial system to record or adjust grant financial data;
- Prepares monthly, quarterly, and annual reports required per grant agreements;

Develops and maintains financial system generated reports for grant reporting and reimbursement requests;  
 Develops systems to account for City's flood program accounting and coordinates the coding of flood costs;  
 Oversees annual external audit, including but not limited to grant activity schedules required by Independent Auditors and Comprehensive Annual Financial Report;  
 Oversees the annual audits and reconciliation of annual tax returns to including reviewing audited information ties to tax returns along with ensuring tax returns are filed in a timely manner;  
 Prepares Comprehensive Annual Financial Report;  
 Coordinates with Financial Operations team and department buyers to ensure general ledger coding is accurate on invoices relating to grants and only eligible expenses are charged to grant;  
 Assists with grant activity required by Independent Auditors;  
 Assists with implementation of City grant accounting process;  
 Administers the City's internal audit function;  
 Coordinates with implementation of internal audit function;  
 Supervises, trains and supports other general accounting team members;  
 Conducts performance reviews and monitors staff performance and staffing needs;  
 Coordinates internal audit schedules and monitors staff's progress in completion of scheduled audits;  
 Prepares Comprehensive Annual Financial Report and assists with required State Reports;  
 Completes special projects as assigned;  
 Fills-in/back-up to Project Accountant positions;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;  
 Thorough knowledge of State and Federal fund accounting, auditing and reporting requirements;  
 Thorough knowledge of computer and data processing technology as applied to financial, accounting and auditing utilization;  
 Thorough knowledge of current principles and practices of municipal finance operations;  
 Thorough knowledge of auditing procedures;  
 Good knowledge of all tax codes within the City;  
 Good knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;  
 Good knowledge of planning research principles and methodologies;  
 Good knowledge of current principles and practices of public administration;  
 Ability to performs and oversee complex financial auditing and reporting procedures within a municipality;  
 Ability to communicate effectively orally and in writing;  
 Ability to interpret, apply and explain rules, regulations, policies and procedures;  
 Ability to maintain complex files;  
 Ability to research issues and provide recommendations;  
 Ability to safeguard financial records created or maintained by the department;  
 Ability to hold financial information in a confidential;  
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely related field; and  
Considerable experience in accounting and specific experience in grant accounting processes; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;  
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;  
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.