

PROJECT ACCOUNTING MANAGER

JOB PURPOSE AND SUMMARY

To plan, coordinate, and participate in the activities and operations of the project accounting program within the Auditor's Office including grant management, cost accounting, utility rate analysis, and other financial projects; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Finance Director.

Receives general direction from the Finance Director.

Exercises direct supervision over clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Monitors and manages County-wide grant activities; audits, reviews, and analyzes fiscal operations and account balances relating to grant programs; prepares financial reports and cash requests; submits billings to granting agencies.
- Designs and develops management information systems for grant reporting and data accumulation; recommends and implements modifications to grant accountability processes; prepares various reports on grant activities.
- Advises and trains grant recipients on grant procedures, policies, regulations, and processes; assists in audit of grant program and preparation of grant inventory with the State Auditor.
- Develops, reviews, and supervises the preparation of the County's indirect cost rates and cost allocation plans; designs and implements specialized analytical processes and reports for grant recipients.
- Develops, reviews, issues, and administers cost recovery rates; assists in the determination of enterprise rates including sewer and solid waste programs; oversees the computation of user fees and other recovery strategies.
- Ensures grant and financial projects and programs comply with appropriate Federal, State, and local laws, as well as County policies and procedures.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training the would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional project or cost accounting experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

Knowledge of...modern and complex principles and practices of accounting, auditing, and grant funding; principles and practices of financial forecasting; cost accounting principles and applications in local government and enterprise environments; regulatory requirements, policies, and procedures as they relate to sewer and solid waste rate making processes; computerized financial reporting systems; pertinent Federal, State, and local laws, codes, and regulations; and so forth.

Ability to...analyze and administer County grant programs including policy and procedure development; plan, develop, and implement complex cost recovery programs; perform detailed analysis of utility rates, evaluate data, and make recommendations in support of the rate making process; understand and interpret pertinent Federal, State, and local laws, rules, and regulations; analyze and interpret complex financial data; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public; and so forth.

Office use: 6/22/00