

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Accounting & Finance Program Mgr Job Code Number: 455
Department: Finance Grade: 17
Division: FLSA Status: Exempt
Date: October 11, 2023 Location: City Hall

GENERAL PURPOSE

Performs high level administrative, technical, and professional work in the City's grant funding programs, such as outside agency and lodging tax, and other non-capital federal, state, and local grants received, managed, or administered by the City. Oversees the successful delivery of the outputs or deliverables related to these programs. This includes programmatic planning, stakeholder management, financial transactions, financial reporting, contract management, analysis, and process development. The Accounting and Finance Program Manager provides cross-functional fiscal and programmatic oversight of various non-capital City grant funding processes, monitoring, compliance, reporting and evaluation.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

May supervise, guide, and/or assign duties to Accountant I, Accountant/Budget Analysts, Accounting Technicians, Support Staff, and other part-time or temporary staff as assigned under the applicable programs being managed. This supervision includes the assignment of duties and examination of work for accuracy, neatness and compliance with policies and procedures. Any guidance and work assignments shall occur with appropriate coordination with staff's direct supervisor(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides financial and program management and administration of non-capital federal, state, and local grants programs received by the City.

Provides technical assistance to City departments through the grant lifecycle including research, application, presentation, award, contract management, and closing.

Provides technical and management assistance to departments in the operations of grants to ensure compliance with all applicable federal, state, and other certifications and assurances.

Updates City grant-related policies, procedures, and business processes to comply with grant requirements under 2 C.F.R. Part 200, and regulations issued by the grantor agency and/or state agency and updates grantees of any regulatory changes.

Supports and implements the directives and initiatives of City Council regarding City grant funding programs and administering non-capital grants received by the City.

Monitors the receipt of grant awardee or subrecipient expenditures for tracking and auditing purposes. Monitors project progress, conducts site visits, and monitors compliance with the contracts as necessary. Ensures grant awardee and subrecipient funds are used for approved purposes and are in compliance with any applicable federal and state rules and regulations.

Receives and reviews all applications for City's non-capital grant funding programs for inclusion in the City's financial system. Tracks and monitors key data elements for reporting purposes.

Delivers presentations on programs and ongoing grant processes and deliverables, including the preparation of reports and presentations to City Council and committees.

Collects periodic financial and performance reports from grant awardees. Files required reports to federal or state agencies as required by the programs.

Coordinates and facilitates stakeholder meetings. Provides grant training and assistance to grantees and other agencies.

Examines, reviews, and supervises the accounting and reporting for all grants, grant contracts, and grant agreements. Prepares and administers reports, contracts and agreements.

Manages and approves grant related payables, receivables, reporting, reimbursements, journal entries, and general ledger balancing. Supervises the accounting functions of program management.

Develops new RFPs, NOFAs, and other program announcements. Works with appropriate staff to collaborate efforts cross functionally.

Develops and implements internal controls and systems for workflow processes to increase efficiency, minimize risk, and carry out programs effectively.

Assists the Finance Director as needed in the compilation of Department operating budgets.

Assists the Finance Director as needed with various programs and assists with program development within the department and cross functionally throughout the City.

Assures that assigned areas of responsibility are performed within budget. Performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control. Prepares annual budget requests for programs. Assures effective and efficient use of budgeted funds, personnel, materials and time.

Participates in the preparation of the annual financial report, closing of the general ledger, and preparation of the ACFR.

Makes journal entries to balance and close books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary accounts.

Assists the Finance Director in forecasting the City's major revenue sources and expenditures based on current and forecasted economic trends and historical trends; provides written analysis and graphs explaining major components and changes.

Assists the Finance Director and Accounting Manager in developing policies, procedures, internal control, and in managing operations within the finance department.

Prepares, maintains, and submits a variety of records and reports related to financial systems.

Performs periodic financial studies and analyses.

Provides backup to other related positions.

PERIPHERAL DUTIES

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and

(B) Five (5) years of progressively responsible grants and program management, contract management, and finance/accounting experience.

(C) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of modern governmental accounting theory, advanced business theory principles, and practices; considerable knowledge of internal control procedures and management information systems; grant processes and financial grants management; contract management, Federal and State funding programs, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB);

(B) Skill in operating the listed tools and equipment; and

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials and stakeholders; ability to communicate effectively orally and in writing.

(D) A key value of the City is customer service. This position requires considerable

knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with stakeholders and the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: October 11, 2023

Revision History: October 11, 2023 - Established