



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, STE 102, Burlington, VT 05401

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## CAPITAL PROJECT ACCOUNTANT CLERK TREASURER OFFICE

**POSTING DATE:** July 13, 2016

**RATE OF PAY:** \$22.4594/hour

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** July 22, 2016

**POSITION STATUS:** Limited Service Full Time

**CLASSIFICATION GRADE:** 16

**UNION:** Non-Union

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This position is directly responsible for overseeing GAAP and grant compliance, ensuring the maintenance of all Federal, State and other grant/funding source records, setting up and maintenance of Project Accounts and Miscellaneous billing structures for departmental use, reconciliation of miscellaneous billing sub-ledger to General Ledger, investigating variances and correcting, reporting to ensure projects expenditures are within budget and ensuring that project accounts receivable are collected and oversight of departmental project billings. Position will be in regular communication with other departments' staff responsible for capital project accounting to resolve any discrepancies between Clerk Treasurer's (C/T) and other departments' capital project accounting status.

### ESSENTIAL JOB FUNCTIONS:

- Effectively communicates with Project Managers (PM) and Principals-in-Charge (PIC), regarding all issues related to projects, grants, contracts and billing for capital projects.
- Responsible for the setup of project accounting structure in New World system.
- Reviews actual set-up done by department, as well as implementation and follow-through with project accounting.
- Responsible for setup of all miscellaneous billing functions.
- Monitors and verifies grant changes, budget status, expense billing and accounts receivable; notify departments of potential issues.
- Reconciles project & miscellaneous billing records with General Ledger and prepare month end reports for C/T office and reviews results with departments. Report to management the opportunities for additional billing, remaining funding, and accounts receivable status.
- Tracks funding agency reporting requirements for all grants, contracts and special programs. Reviews Municipal Project Manager draft reports prior to timely submission. Informs departments if reports have not been submitted to position for review within required time frame.
- Oversees, with assistance from the department, contact year-end close including updating information for the SEFA audit and providing information for annual audits.
- Tracks projects until completion and close out capital accounts once completed. Compares tracking and contacts department and Assistant CAO for Finance if there is any disagreement concerning project status.
- Reviews all interdepartmental charges via computerized billing software and ensures overhead/indirect charges are approved and accurate.
- Oversees accounts receivable, reconcile from Sub Ledger to General Ledger, reviews discrepancies with department contact, and ultimately responsible to follow-up on outstanding receivables to ensure collection on timely basis.
- Works closely with other department managers and staff responsible for project accounting to assess and recommend ways to improve our accounting reporting systems.

### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Accounting and three years of relevant experience required.
- Thorough knowledge of general accounting principles and practices required.
- Proven record of account reconciliation.
- Experience in billing, and project tracking a plus.

- Three years previous experience with various computer software applications, including spreadsheet and word processing.
- Must have a demonstrated ability to show great attention to detail.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively and work cooperatively with supervisor, subordinates and other departments.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to establish and maintain good relations with co-workers.
- Ability to meet schedules and deadlines while working with minimal supervision.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401 or via email to [jobs@burlingtonvt.gov](mailto:jobs@burlingtonvt.gov) . To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.