



CITY OF ALBANY FINANCIAL COORDINATOR

Under general supervision, performs coordinates, and oversees a variety of technical accounting and budgeting duties pertaining to capital improvement projects; assists with contracts and grants administration, management, and compliance; coordinates revenue and expense forecasting, budget to actual comparison and analysis, and monthly budget monitoring reports; assists with Risk Management policies and review; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Supervisor. May exercise lead direction to professional, paraprofessional, technical, and/or support staff.

Class Characteristics

This job class functions at the lead worker level. Employees in this classification perform a wide variety of paraprofessional level duties, including accounting and budgeting duties pertaining to capital improvement projects under general supervision. Incumbents support the work of departmental supervisory and management staff by conducting day-to-day administrative support activities and by providing a resource for organizational and operational studies. Incumbents exercise independent judgment on difficult, complex, technical, diverse and/or specialized financial projects. Responsibilities require the exercise of independent judgment and knowledge of overall City activities. Successful performance of the work requires technical knowledge of governmental accounting and budgeting practices and procedures and fiscal management. This class is distinguished from the Financial Analyst in that the latter is a professional level classification, requiring the equivalent of a four-year degree and regularly researches and analyzes practices and procedures in order to develop recommendations for organizational, operational, policy, and procedural improvements.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in coordinating the development of the City budget by compiling, organizing, analyzing, and balancing budget figures and detail received from City departments; assists in the development and monitoring of the capital budget, capital forecasting, and financial reporting as it relates to capital spending.
- Assists staff in the development and administration of operating and capital improvement program budgeting and reconciliation; utilizes financial analysis tools to assist in revenue and expense forecasting for operating and capital budgets; examines capital budget estimates for completeness, accuracy, and conformance with established procedures and policies.
- Monitors adopted budgets and expenditures; authorizes requests for budget changes and prepares budget adjustments and variance analyses; assists in the development of budget and expenditure management procedures.
- Computes and prepares monthly reports relating to budget data to measure levels of expenditures against approved budgets; prepares for and attends a variety of budget-related meetings and workshops.
- Assists staff with capital contracts and grants administration, management, and compliance; tracks various funding sources and evaluates grant requirements to assist staff in thorough reimbursement tracking and billing; reviews and/or prepares invoices for submittal to granting agencies.

- Coordinates and prepares a variety of financial reports for grant programs and capital improvement projects; ensures compliance with various granting agency requirements and restrictions.
- Researches, compiles, and prepares financial and administrative documents; prepares, maintains, analyzes, verifies, and reconciles balance sheets, revenue and expense financial transactions, records, and reports; prepares departmental monthly and annual reports.
- Assists in the maintenance of accounting and financial reporting systems and procedures; compiles accounting and budgetary data and develops financial information as requested; conducts fiscal analyses and studies.
- Assists in preparation of the Comprehensive Annual Financial Report (CAFR), Long Term Financial Plan, State Controller's report, Schedule of Federal Expenditures (SEFA), and other financial reports.
- Coordinates financial information with internal customers, external agencies, auditors, and the public; prepares reports and work papers for annual audit; assists auditors in the review of the financial activity.
- Assists Departmental staff with cashiering, business licensing, payroll, receivables, and payables as needed
- Performs professional accounting and/or budgeting work utilizing a computer-based financial management system and applies generally accepted accounting principles for governmental organizations.
- Assists with Risk Management polices and review including following up with other City personnel regarding insurance claims, making sure contracts are reviewed properly, and ensuring fixed assets are reported to the insurance agency for inclusion.
- Maintains the City's fixed asset listing including making sure assets are added when purchased and accounted for when disposed of.
- Performs related duties as assigned.

Knowledge of:

- Gvovernmental fund accounting and budgeting principles.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of accounting for governmental grants.
- Principles and practices of project accounting.
- Contract administration procedures and practices.
- Federal, State, and local grant requirements.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Effective methods of communication both verbally and written.
- Methods and techniques of computer software pertaining to the preparation of graphic and tabular data in printed and live presentations.
- Principles and practices of financial analysis.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Perform a wide variety of administrative duties, projects, and detail work under general supervision.
- Assist with the evaluation and development of policies and procedures to maximize efficiencies in grants and contract management.

- Coordinate and prepare a variety of financial reports on grant programs and capital improvement projects.
- Ensure compliance with various granting agency requirements and restrictions.
- Develop, analyze, interpret, and explain financial policies and procedures.
- Prepare accurate and timely financial statements, reports, and analyses.
- Compile, analyze, and interpret financial and technical reports and data.
- Prepare graphic and spreadsheet data.
- Perform financial audits.
- Prepare Journal Entries.
- Analyze and prepare trial balances, balance sheets, subsidiary ledgers, and cash flow statements including projections, monitoring, and analysis.
- Interpret and administer contracts and grants for professional services.
- Establish and maintain sound fiscal procedures and records.
- Provide lead direction to other finance staff.
- Use an electronic calculator by touch; make arithmetic calculations.
- Assess actual and proposed budgets.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

Equivaent to completion of a two years of college-level course work in accounting, finance, business administration, or a related field, and two years of administrative or lead experience in accounting or budgeting. Prior governmental experience is desirable.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.