



STAFF ACCOUNTANT

JOB DESCRIPTION

Department: Finance	Division: Accounting
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Financial Services Manager	Union: Non-Bargaining

JOB SUMMARY

The Staff Accountant performs a variety of professional accounting and budgeting duties in support of City departments including general ledger and grant administration. Duties entail highly complex, and specialized financial, statistical, document processing, as well as technical record keeping and primary support for a major program area. The incumbent is also responsible for reviewing fiscal records, specialized documents, and information; assisting others with understanding the assigned program and relevant procedures and requirements; providing a variety of information about services and functions of the relevant task areas; performing a variety of advanced technical and office support work; and completing related work as required.

This position is also responsible for providing financial support to the administration of the City's Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Supportive Housing grant programs by applying accounting and financial management practices to establish and maintaining a variety of reporting systems; maintaining complex accounting and financial records for state and federal grants; monitoring expenditures and ensuring that expenditures conform to regulations of the funding agency; and reconciling monthly financial reports.

DISTINGUISHING CHARACTERISTICS

This is an advanced level position in the Financial Services Division. The incumbent performs a variety of highly complex, specialized financial, statistical, and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of the department/work unit to which they are assigned. This class is distinguished from Financial Services Specialist and Coordinator positions by the level and degree of special program responsibility and professional expertise. The Staff Accountant works under the supervision of, and reports directly to, the Financial Services Manager.

ESSENTIAL FUNCTIONS

Accounting/Financial Analyses:

1. Reconciles transactions and data according to policies; records changes, reconciles and resolves differences; reviews accounting records and corrects errors as required.

2. Prepares and processes journal entries.
3. Performs variance analysis between budget and actuals to understand drivers of change for management reporting.
4. Collects and analyze financial data to provide insights that influence strategic decisions for business partners and management.
5. Assists the Finance Director with project budgeting and identifies drivers that influence long-term operating costs for management reporting and financial planning.
6. Assists the Financial Services Manager with the preparation of monthly expenditure reporting for the City Council.
7. Assists the Financial Services Manager with the preparation of quarterly financial reporting for the City Council.
8. Participates in the preparation of financial statements, the annual budget book and other financial reporting, in accordance with Generally Accepted Accounting Principles, as assigned. Compiles supporting documentation and prepares work papers for audit performed by external auditors.
9. Assists the Finance Director with the annual audit preparation.
10. Maintains a filing system for outstanding bills and mailing follow-up notices; works with customers for resolution with delinquent accounts and refers to the Legal Division on a timely basis as needed.
11. Assists the Financial Services Manager with the monthly and annual close process.

Grants Accounting:

12. Maintains internal CDBG, HOME, and Supportive Housing Program grant ledgers and reconciliation of same with City accounting ledgers.
13. Prepares performance and monitoring reports required by federal and state agencies under various grant and loan programs, with regard to financial information.
14. Prepares files and information to assist independent auditors conducting audits on the grants and loan programs.
15. Reviews pay requests from HOME Consortium members, CHDOs, and sub-recipients for appropriateness and eligibility for payment, and recommendations of payment to GMD Manager.
16. Assists the Grants Manager with the preparation of the Consolidated Plans, Annual Action Plans, and Consolidated Performance and Evaluation Reports (CAPER), in relation to the budget and program activities.

Integrated Disbursement and Information System (IDIS) & Electronic Line of Credit Control System (eLOCCS):

17. Maintains the federal grant drawdown and reconciliation process for CDBG, HOME, Supportive Housing and other related program grants.
18. Processes requests for CDBG and HOME funding draws, processes requests for Supportive Housing Program funding draws through eLOCCS;

19. Processes and records all program income realized by HOME Consortium members, Community Housing Development Organizations (CHDO, and other organizations,
20. Maintains HOME and CDBG database in IDIS.
21. Maintains SHP eLOCCS financial system.
22. Prepares SEFA (Statement of Expenditures for Federal Awards).
23. Maintains records and prepare reports for other grants received by the City.
24. Assists Grants Management staff in setting up accounts in HUD's IDIS system and eLOCCS.
25. Prepares files and information to assist independent auditors conducting audits on the grants and loan programs.
26. Maintains records of all housing assistance activities, including project set-up and payment disbursement information, project status, account balances, and project close-out;
27. Prepares performance and monitoring reports required by federal and state agencies for CDBG, HOME, and other various grant and loan programs;
28. Prepares files and information to assist independent auditors conducting audits on the federal and state grants.

General:

29. Maintains compliance with established accounting policies, generally accepted accounting principles for municipal enterprises and governments and applicable laws, rules and regulations.
30. Maintains automated and manual files for assigned programs, including databases, spreadsheets, correspondence, regulatory references, and financial records. Retrieves data for reports and/or records.
31. Enters accounting data into computer systems and maintains information system database; enters data, processes transactions, assesses and validates data, compiles documentation, reconciles reports.
32. Responds to requests for information; reviews, investigates, and corrects errors and inconsistencies in financial entries, transactions, documents, and reports; provides technical information to departments, staff and management as authorized.
33. Act as back up to the Financial Services Coordinator, the Financial Services Specialist, and the Financial Services Manager.
34. Performs other related duties as assigned.

Standardized Essential Duties:

- Communicates and reinforces organizational culture and values.
- Maintain a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media.

- Maintains ongoing communication with supervisor, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Recognizes situations, which are beyond his/her limits, and directs them to the appropriate person.
- Maintain confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is secure.
- Considerable experience and skills with spreadsheet programs, demonstrating an advanced skill level.
- Complies with City policies and procedures.
- Report to work on time and as scheduled.

JOB FACTORS

Education & Experience

- Completion of a Bachelor's degree from an accredited college or university with major course work in Accounting, Finance or a related field.
- At least three years of professional accounting, bookkeeping, grant accounting or related experience.
- Substitution of experience for education: Qualifying full-time accounting or auditing experience may be substituted for the required education on a year-for-year basis.

Knowledge of:

- Principles, practices and terminology of general, fund and enterprise accounting, including financial statement preparation, payroll preparation, compliance reporting and methods of financial control, reconciliation and GASB reporting.
- Business English, punctuation, spelling, office practices and procedures, and operation of standard office equipment;
- Demonstrated proficiency in Microsoft Office software, especially in Word, Excel and Access;
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- Knowledge of accounting principles and practices and the analysis and reporting of financial data;
- Finance and accounting functions such as budgeting, general ledger, cash receipts, accounts receivable, accounts payable, and payroll;
- Laws, regulations and reporting requirements relating to financial administration of public agencies.

Skills

- Must possess data entry and 10-key entry skills.
- Strong skills in operating computers and office equipment.
- Effective time management to meet deadlines on a daily/weekly basis.
- Effective problem solving skills.
- Strong attention to detail.
- Basic negotiation skills.

- Ability to use complex financial management systems.

Ability to:

- Read and understand financial reports;
- Comprehend and comply with complex requirements to ensure compliance with conditions of grants;
- Originate correspondence in accordance with the standard format.
- Learn new computer entry and recording programs.
- Maintain a payment order and filing system;
- Maintain computer standardized financial records;
- Prioritize workload, work efficiently, meet multiple and conflicting deadlines in a fast paced environment.
- Prepare and maintain meaningful, concise and accurate reports.
- Effectively communicate to supervisors, co-workers, and the public by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Prepare accurate and complete financial statements, reports and analyses.
- Examine and verify a wide variety of financial documents and reports.
- Comply with federal, state, and City policies, procedures, and regulations.
- Keep up-to-date technically and apply new knowledge to the job.
- Perform day-to-day administrative tasks, such as maintaining information files and processing paperwork.
- Be reliable, responsible, dependable, and fulfill obligations.

Preferred Attributes

- Familiarity with HUD grant programs including the CDBG, HOME, and Supportive Housing programs.
- Familiarity with IDIS and eLOCCS systems.
- Knowledge of Tyler Munis financial management and payroll systems.

Special Requirements

- Must pass a criminal background check.

Supplemental Information

Supervision Received

- Under Supervision—the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

Level and complexity of the supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

- Requires visual acuity within the normal visual range with or without correction, sufficient to read computer screens and printed documents and visually inspect work; ability to speak; and hearing within the normal audio range with or without correction. Subject to sitting for long periods of time to perform job scope. Working conditions are primarily in an office environment. Lifting and carrying up to 25 pounds unassisted, including but not limited to paper boxes and files. Work hours are typically 8 a.m. to 5 p.m., but may occasionally vary.

Job Dimensions

- Daily contact with both the public while collecting fees and answering inquiries and with other City departments and employees.
- Responsible for collecting monies owed to the City for various services performed and ensuring all data is accurately input into the computer program using established guidelines.
- Coordinating accounts in IDIS and eLOCCS.
- Maintaining internal CDBG, HOME, and Supportive Housing Program grant ledgers and reconciliation of same with City accounting ledgers.
- Preparing performance and monitoring reports required by federal and state agencies under various grant and loan programs, with regard to financial information.

Class Specification History

- New class created: 5/30/18

For HR/Finance Use

Title Code 1337	Pay Grade 339
EEO Category 2- Professional	LVL 3140