

## **FINANCIAL COORDINATOR - FEDERAL GRANTS PROGRAMS - GRANT-FUNDED**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Financial Coordinator - Federal Grants Programs - Grant-Funded is responsible for Housing and Urban Development (HUD) programs and grants. Two HUD areas of focus for Housing and Community Development include both the Housing Choice Voucher (HCV) and the Community Planning and Development (CPD) programs. Grants and additional programs associated with HCV include Mainstream Vouchers, Veterans Affairs Supportive Housing (VASH) vouchers, Family Unification Program (FUP) vouchers, and Family Self-Sufficiency (FSS). Grants and associated programs specific to Community Planning and Development include the Community Development Block Grants (CDBG), Home Investment Partnership (HOME) Program, Emergency Solutions Grant (ESG), Neighborhood Stabilization Program (NSP) 1 & 3, and Continuum of Care (CofC). Continuing self-education through the use of Office of Management and Budget (OMB) circulars is vital.

Responsibilities include: Adhering to HUD and any applicable state and City rules, regulations, and policies related to all finance and budget tasks; performing budget preparation and coordination; accounting; confirming accuracy; creating and managing comprehensive databases and spreadsheets to provide special reports for Community Services personnel; analyzing; researching problems; and communicating with the Financial Services and Office of Budget and Management Departments. Reconcile and balance expenditures and revenues for all grants; reconcile payroll time/labor and expenses for all grants; submit journal entries and budget transfer requests; prepare packets for draw down requests for grants as required and within Federal regulated timelines, ensuring proper documentation is attached; maintain separate budgets for all federal grants for multiple years and track expenditures to ensure funds are available; record receivables in the City financial system for wire transfers and check payments received by the department; and monitor/audit organizations that are sub-recipients of federal funds. Additional duties include: fiscal administrative management, communicating, training, relating to financial processes and data; supervising support staff responsible for performing both accounting and purchasing functions, in addition to receptionist/front office duties; creating and updating policies and procedures relating to accounting and purchasing practices; developing financial controls for systems and processes; providing development training and education to staff; and monitoring employee performance. Supervision may be exercised over a staff of clerical employees. This class performs related duties as required.

**Community Planning and Development (CPD) Grants Assignment:** A Financial Coordinator - Federal Grants Programs - Grant Funded is responsible for assisting with the financials relating to contracts, as well as financial review of sub-recipient projects and contracts and on-site financial monitoring. After extensive reconciliation of expenditures and revenue, associated backup is prepared for federal reimbursement to the City through Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting (DRGR) system and Electronic Line of Credit Control System (ELOCCS). Additional Responsibilities include: assisting with preparing and submitting financial data for the Consolidated Annual Performance Report (CAPER) on federal funds which defines and justifies the year's expenditures and yearly achievements for the HUD; assisting with the final financial data for the CDBG annual plan and 5-year plan; preparing and compiling financial data for the Schedule of Expenditures of Federal Awards (SEFA) and Comprehensive Annual Financial Report (CAFR);

providing support for the City of Mesa Single Audit Report and other audits as required; and management and oversight of Human Services/A Better Community (ABC) financial data.

***Housing Choice Voucher (HCV) Assignment:*** A Financial Coordinator - Federal Grants Programs - Grant Funded is responsible for generating, processing, and preparing payments and Automated Clearing Housing (ACH) transactions or checks for HCV landlords and participants; coordinating the ACH check run process by preparing and compiling check run documentation/data and providing fund transfer information to the Accounting Section as well as reconciliation reports; and assisting in the preparation of year-end reports such as 1099 data and the Financial Data Schedule (FDS) in the Financial Assessment Subsystem (FASS-PH), yearly budgets, preparing and compiling documentation of monthly lease and expense information for submission in the Voucher Management System (VMS), and other documentation through the Real Estate Assessment Center (REAC) as required by HUD.

**Distinguishing Features:** This class is distinguished from the Financial Specialist class by the broader scope and complexity of the financial and accounting duties, as well as by the specialized knowledge required of complex and constantly changing HUD regulations in which cross training of grants is critical for both HUD areas: Housing Choice Voucher (HCV) and the Community Planning and Development (CPD) programs. A Financial Coordinator - Federal Grants Programs - (GF) is expected to use considerable initiative, independent judgment, and leadership when performing budget, accounting, financial and supervising duties. Work is performed under the general direction of the Fiscal Analyst who reviews work through conferences, meetings, written reports, and results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public or Business Administration, or a related field. Considerable (3 - 5 years) professional-level experience in budget preparation, finance, accounting, or a closely related field including at least one year of responsible experience in the financial management of a HUD HCV, CDBG, HOME or ESG grant. Experience utilizing computerized or personal computer (PC) based financial systems.

**Special Requirements.** None.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** At least one year supervisory experience.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, property owners, management companies, realtors, other housing authorities, HUD staff, bank representatives, and auditors to explain and interpret accounting practices and policies, use of financial

reports and forms, tracking expenditures, and work order preparation. Instructs and/or trains Department Administrators, Supervisors, Coordinators, and staff regarding accounting principles and policies, answers budget and funding questions, provides payment information and explains HCV requirements. Instructs and/or trains staff in a classroom setting regarding accounting procedures such as cash handling, bank deposits, and timekeeping. Instructs and/or trains staff regarding front office policies and procedures. Prepares written documents such as check run registers, stop payment requests, Positive Pay transmittal, accounts receivable invoices, HUD budgets, HUD year-end financial statements, Family Self-Sufficiency (FSS) Escrow accounts spreadsheet, and monthly financial data reports with clearly organized thoughts and using proper sentence construction, punctuation, and grammar, and using appropriate accounting principles in order to ensure compliance with City and HUD regulations and policies

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations, HUD guidelines, and City of Mesa policies and procedures. Inspects, monitors, and evaluates information and work-related conditions to determine compliance with prescribed operating, or other standards, regulations, or guidelines (HUD, City policy, etc.). Operates a variety of standard office equipment (example: calculator, copier, fax machine, PC and printer, etc.) to perform statistical analyses, prepare documents, reports, spreadsheets, Housing Assistance Program (HAP) ACH transactions or checks to verify accuracy of invoices, documents, reports, and spreadsheets. Enters data or information into a PC or calculator in order to produce required financial statements, invoices, documents, reports, spreadsheets, HAP ACH transactions or checks, and budgets. Prepares and/or updates schedules in order to ensure staffing coverage. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of HUD HCV and CPD program accounting functions. Supervises and evaluates the work of staff responsible for performing receptionist/front office duties, administrative clerical support duties, and Housing Services accounting and purchasing work. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems such as accountability problems discovered by audits, etc., by researching, discussing with affected staff, and preparing procedures for accounting functions. Coordinates work activities, program functions, and financial and personnel-related work activities with other City departments, other cities, and other agencies (HUD). Develops department policies and procedures, short- and long-term objectives and other financial/accounting plans. Conducts research and analyzes financial data to produce financial and cost analyses. Performs mathematical calculations, statistical computations, and financial and cost analyses. Prepares or assists in preparing the department and HUD budgets. For the City of Mesa budget, assists in preparing the forms and documents used in budget preparation, entering and verifying data and assisting in the preparation of the overall budget. For the HUD budget, analyzes, estimates, compiles budget data, and prepares and submits the overall budget. Comprehends and makes inferences from written material (example: budgets, financial reports, written instructions/procedures, etc.) to create spreadsheets and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Learns job-related material in a classroom setting or by on-the-job training regarding new computer software, accounting practices and procedures, and business management.

## **Knowledge and Abilities:**

### Knowledge of:

Mesa's budgeting process and procedures, including activity-based budgeting and concepts; generally accepted techniques for compiling, verifying, and analyzing accounting data; procedures, methods, and forms associated with automated accounting systems; the general principles and practices of bookkeeping and accounts maintenance; fundamentals of generally accepted financial and accounting principles and practices; federal program regulations and financial reporting requirements; HUD programs; CDBG program regulations; auditing procedures; PC software for spreadsheet and database applications; statistical analysis principles and methods applicable to the budgeting process; Mesa's overall system of accounts, funds, bonds, and revenue sources; principles and practices of public administration and government organization; state and federal grants and funding sources; research methods and techniques as applied to financial analysis and planning; cost accounting procedures and practices and their relationships to program budgeting; property accounting and asset management procedures; and principles, practices, and methods of supervision.

### Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others; research and provide assistance to management concerning management reports, disbursement of funds, and the resolution of budget concerns; perform reviews of files and procedures for compliance to generally accepted auditing practices and principles; review department financial activities for purposes of promoting more efficient operations; prepare housing assistance payment and utility reimbursement ACH transactions or checks; prepare stop payment requests; electronically transmit check information to bank; prepare financial data for the Housing Choice Voucher and Mainstream Voucher programs; electronically submit data to HUD; evaluate HUD processes to ensure compliance with Voucher Management System reporting requirements, year-end financial reporting requirements, and budget reporting requirements; prepare and submit HUD year-end financial statements for Housing Choice Voucher and Mainstream Voucher Programs; generate Section 8 portable accounts receivable invoices; monitor and reconcile accounts receivable balances; process new landlords; prepare documents for ownership and/or property management changes that affect payments, document distribution, and 1099 records;

utilize RealQuest.com to verify property ownership;  
analyze and compile budget data for the Housing Choice Voucher and Mainstream Voucher program;  
prepare estimates for department revenues and expenditures;  
monitor budget revenues and expenditures to provide up-to-date information to management;  
prepare 1099 data for transmittal to the IRS;  
create and transmit 1099 files;  
update Family Self-Sufficiency (FSS) Escrow Accounts;  
calculate interest for escrow accounts;  
collect, monitor, track, and deposit the payments made from tenants and landlords for overpaid housing assistance;  
approve and ensure accuracy of the daily timekeeping for payroll;  
prepare work order and project authorizations and changes;  
supervise and direct the work of staff; and  
establish and maintain effective working relationships with City officials, coworkers, operating agency staff, management, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-FIN

INCREMENTS 55-200

PAY GRADE: 51

IND-8810

SWORN-No