

FISCAL PROGRAM COORDINATOR - 149

DEFINITION OF WORK

Under regular supervision, performs responsible professional work supervising the financial activities of a major Federal grant program and local revenue fund sources used to conduct housing, community development programs and neighborhood services activities; does related work as required.

EXAMPLES OF WORK

Prepares a variety of financial reports and statements relative to program performance; interprets and applies Federal regulations relative to program fiscal management; confers with Federal auditors regarding financial procedures; develops and installs acceptable accounting systems for sub-grantees; conducts training sessions for sub-grantees on fiscal management; oversees the monitoring and auditing of sub-grantee fiscal affairs; prepares audit proposals to independent firms; provides liaison on financial matters to department and Federal agencies.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting and some experience in professional accounting, including some Federal program experience.

Knowledge, Skills and Abilities: Thorough knowledge of the theories, principles, methods and practices of accounting; general knowledge of the laws and regulations governing the Federal program involved; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate financial reports and records; ability to analyze and evaluate financial systems; ability to plan and supervise the work of professional and clerical subordinates; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.