



City of Olympia invites applications for:

- Position:** Project/Grant Accountant
- Salary:** \$64,752.90 - \$78,653.12, Annually
- Opening Date:** 8/26/19
- Closing Date:** Continuous until filled; next review 9/3/19

About Olympia

The City of Olympia is the capital city of Washington State and a diverse community within Thurston County. Located at the southern tip of Puget Sound and between the two major metropolitan areas of Seattle and Portland, Olympia serves a population of approximately 52,000. From the Farmers Market and the Children's Hands on Museum to the 37 community parks, the City is rich with culture and recreation. Olympia is nationally recognized as one of the most livable cities in the United States and residents also have ready access to the shores of the Pacific Ocean and the resorts of the Cascade Mountains.

About the Position

The City of Olympia's Administrative Services Department seeks an exceptional professional to join the Fiscal Services Team as a **Project/Grant Accountant**. The successful candidate will report to the Fiscal Services General Accounting Manager.

About Fiscal Services

Fiscal Services is one of four lines of business within the City's Administrative Services Department. The Fiscal Services Team of 19 employees, includes three managers, and provides city-wide services for: accounts payable, billing and collection, budget, cash and debt management, financial reporting, investments, payroll, project and grant accounting and fleet administration.

Ideal Candidate Profile possesses:

- Strong problem solving and analytical skills
- Working knowledge of federal and state regulations related to capital projects and grants;
- Working knowledge of Washington State BARS
- Attention to detail and accuracy
- Ability to function well in team-oriented environment
- Experience in various computer applications including spreadsheets, databases, and word processing software;
- Written and oral communication skills
- Sense of humor

The Project/Grant Accountant will be responsible for:

- Monitoring, analyzing and reconciling revenue and expenditures related to capital project and grant portfolios;

- Assisting with preparation of annual capital facility budget and estimating carryover funds;
- Preparing grant reimbursement requests;
- Preparing fiscal grant and capital project reports;
- Reconciling impact fee and transportation benefits district transaction reports;
- Assisting with department outreach activities to provide grant compliance training and support; and
- Compiling year-end reports and assisting with annual financial report preparation.

QUALIFICATIONS:

Knowledge/Skills/Abilities

- Knowledge to provide advice and technical assistance in the preparation of accounting and management reports;
- Ability to examine the financial transactions and reports for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Ability to apply general rules to specific problems to produce answers that make sense;
- Keep up-to-date technically and apply new knowledge to the job; and
- Is a detailed oriented problem-solver.

Experience/Education:

- Bachelor's degree in Accounting, Finance, Economics or closely related field;
- Three years' experience in project or grant accounting, data analysis or finance;
- **OR any combination of education and experience** that demonstrates the ability to perform the essential functions of the job.

Special Requirements

Valid Washington State Driver's License may be required.

To Apply

- Access the City of Olympia "Job Opportunities" webpage: <https://www.governmentjobs.com/careers/olympiawa>
- Submit a resume, cover letter by attaching them to your electronic application.
- The cover letter should be limited to two pages
- **Only electronic applications are accepted.**
- Continuous recruitment until filled; **next review of applications – September 3, 2019.**

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.