

CITY OF OLYMPIA
invites applications for the position of:

Project/Grant Accountant

SALARY: \$31.13 - \$37.81 Hourly
\$5,396.08 - \$6,554.43 Monthly
\$64,752.90 - \$78,653.12 Annually

OPENING DATE: 03/29/19

CLOSING DATE: Open Until Filled – First Review 04/12/19 5:00 PM

DESCRIPTION:

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 Accounting Supervisor.

Ideal Candidate Profile possesses:

- Skills in researching, analyzing and evaluating complex financial data;
- Knowledge of principles and practices of governmental accounting;
- Working knowledge of federal and state regulations related to capital projects, loans and grants;
- Ability to prioritize and self-direct, analyze and identify situations where appropriate to make decisions;
- Ability to communicate complex and challenging issues verbally and in writing to a variety of audiences;
- Strong interpersonal skills and ability to collaborate within a team;
- Expertise in various computer applications including comprehensive spreadsheets, databases, and word processing software;

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;
- Manage the City's capital assets and small and attractive assets, including all applicable reporting.
- Maintain records for Work in Progress assets.
- Preparing grant reimbursement requests;
- Preparing fiscal grant and capital project reports;
- Managing restricted funding sources that relate to capital projects. Assisting with department outreach activities to provide grant, loan, and restricted fund compliance training and support; and
- Compiling year-end reports and assisting with annual financial report preparation.

To Apply

- Submit a Resume, Cover Letter and Statement of Qualifications by attaching them to your electronic application.
- The Cover Letter should be limited to two pages
- The Statement of Qualifications should be limited to two pages and include specific examples of experience related to position responsibilities identified above.
- This is a continuous recruitment. To be eligible for the first round of interviews submit your application by **April 12, 2019**.
- **Only electronic applications are accepted.**

Contact Information

If you have questions about the position and/or requirements, please contact Bill Sampson; bsampson@ci.olympia.wa.us.

TYPICAL QUALIFICATIONS:

Knowledge/Skills/Abilities – Project/Grant Accountant:

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

Experience/Education:

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

Special Requirements:

1. Valid Washington State Driver's License may be required.

SUPPLEMENTAL INFORMATION FOR PROJECT/GRANT ACCOUNTANT:

Contacts:

1. Significant contact with staff from other departments and entities to provide information on accounting procedures and/or to verify information.
2. Close contact with other accounting functions, and data processing, are required to coordinate the various aspects of the assigned accounting function.
3. May have contact with external auditors.

Supervision:

1. None

Accountability:

1. Accountable for the accuracy of financial records maintained, the accuracy and quality of financial reports and analyses, and the efficient use of time and materials.
2. Work is performed according to detailed and sometimes complex policies, regulations and accounting principles requiring judgment in interpretation and application of specific cases.

Working Conditions:

1. Work is predominantly performed in an office setting.
2. The work is detailed and requires intense mental and visual concentration, and finger dexterity or small motor tasks for extended time periods.
3. Work may involve travel to various locations, in all types of weather, and include evening, weekend, and/or holiday hours.
4. Interpersonal contacts may be under verbally hostile circumstances.
5. May require working around hazardous/toxic chemicals.
6. May require standing, walking, or bending for extended periods of time.

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

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

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

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/olympiawa>

Position #1900050
PROJECT/GRANT ACCOUNTANT
CW

PO Box 1967
Olympia, WA 98507
360-753-8305
