

PROGRAM COORDINATOR (GRANT ACCOUNTING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located at Westchester Community College, manages and assists in the direction, coordination and implementation of short and long-range fiscal policies, programs and procedures for the College including general fiscal, grants accounting function, capital operations, budgeting and auditing. An incumbent of this class serves as a subject matter expert for the grant accounting function responsible for planning, coordinating and implementing fiscal and budget support activities. Incumbents exercise considerable independent judgment and monitors all financial procedures relating to grant accounting and reporting, analyzing the budgetary/fiscal support operations ensuring consistency of financial policies and meeting the goals and objectives of the College. Extensive contacts are established with Federal, State and Local personnel. Technical advice and assistance is provided to management staff regarding available funding and funding requirements. Depending on assignments, responsibilities may focus on budgeting, financial auditing, financial planning or accounting, asset recovery, or a combination thereof. Supervision is exercised over budgetary and fiscal support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the fiscal operations of all Federal, State and local grants issued throughout the College by supervising, planning and implementing financial policies and procedures;

Manages and coordinates the financial and budgetary support grants and/or operations within Fiscal Operations Department with Administrative Services by performing complex professional accounting functions in support of areas such as payroll, accounts payable, budget, general accounting, revenue accounting, grants, capital etc.;

Establishes and maintains effective methods of coordinating workflow by developing standard procedures for the reporting of financial information, the compilation of financial data used for grants and mandated and departmental reports, and the preparation of the budget.

Coordinates the work of other divisions involved in financial operations by working with department/division managers to ensure that activities are in accordance with established financial control procedures and regulatory standards;

Prepares the annual departmental budget and the Annual Report consistent with regulatory guidelines and procedures within operations, grant and capital funding;

Analyzes and reviews statistical and financial reports detailing financial activities in various department/division operations to monitor compliance with standards and procedures as well as to identify errors or problems that need to be resolved;

Develops and enhances complex automated financial management information systems to compile data in various formats to effectively audit, analyze, and report financial information;

Implements procedural changes in financial areas such as budgeting, reimbursement, auditing and analysis, asset recovery, as directed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Monitors departmental grants and contracts to ensure compliance and the appropriate dispersal of funds; prepares reports on same;

Ensures College departments are in compliance with Federal and State grant reporting procedures and deadlines and maintains close contact with fiscal staff on same;

Ensures appropriations and expenditures for all grant accounts are in accordance with guidelines issued by the granting entity and maintains close contact with fiscal staff on same;

Reviews all College-wide grants for reporting accuracy, including revenue and expense reports, status reports, cash flow reports and cost control procedures;

May assist all departmental personnel with all software applications relating to financial systems;

May act as a member of the testing process team with the updating of automated financial software or when new software is purchased;

Acts as a departmental representative on matters pertaining to grants, fiscal operations and capital as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern accounting and auditing theory and practice, thorough knowledge of cost accounting, and budgetary procedures; good knowledge of budgetary management and cost control theory and practices as it relates to grant financing and reporting; good knowledge of automated financial systems designs and techniques; good knowledge of office procedures and practices; working knowledge of applicable Federal, State and local laws and regulations as they relate to grant financing and reporting; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; discretion; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, including satisfactory completion of 12 credits in Accounting and five years of experience in accounting, budgeting, financial auditing, financial planning, or asset recovery, two years of which must have included the oversight of grant accounting.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in one of the fields stated above may be substituted for one year of experience in financial operations. There is no substitute for the specialized or supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3314
Job Group: C13