

Fiscal Officer

SUMMARY DESCRIPTION

The Fiscal Officer is responsible for the accounting of the two main Federal programs: the Community Development Block Grant (CDBG) and HOME program. Additionally, the Fiscal Officer manages accounting for the UDAG Fund, a program initially funded with federal funds and currently supported by business loan repayments. Other responsibilities include overseeing the City's Economic Development State grants, which complement the City's federal grants. These programs generate approximately three million dollars annually and are maintained in seven separate funds on the City's financial system, with separate Community Development subsidiary ledgers on Excel and City software programs. The Fiscal Officer utilizes the Federal IDIS system for requesting federal funds and reporting individual activities and accomplishments to the federal government. The role also involves assisting in the preparation and submission of the annual action plan and CAPERS to HUD, as well as working with the City's auditors during the annual Single Audit, which is submitted to HUD. The position requires monitoring the City's HUD-funded sub-recipients for compliance with HUD regulations. The City's auditors review the Fiscal Officer's accounting activities, and the Department of Housing and Urban Development Office monitors compliance with HUD regulations. This position reports to the Director of Community and Economic Development.

REPRESENTATIVE DUTIES

1. Review open budget line items and code invoices to the appropriate cost centers.
2. Update and post business loan payments using the city software subsidiary ledger and enter adjusting entries into the City's loan receivable accounts for the three business loan portfolios managed by the Department of Community and Economic Development (DCED).
3. Prepare monthly internal financial statements for the seven funds managed by the Department of Community and Economic Development.
4. Prepare all Federal and State required reports.
5. Monitor HUD-required spending ratios to ensure compliance with regulations, including the administrative expense ratio, low-mod ratio, and public service expense ratios.
6. Prepare draft copies of the yearly budgets for the Director's approval for the four funds with revenues and expenses.

7. Provide information to the City's auditors during the annual audit of the City's federal programs.
8. Prepare financial status reports for open State grants and submit payment invoices to the State for reimbursement for various State Grants.
9. Complete annual HUD-required internal and external compliance monitoring for entities receiving CDBG and HOME funds.
10. Each January, prepare a report of the amounts paid to Contractors that are subject to 1099 reporting.
11. Assist annually in preparing the yearly Consolidated Annual Performance Report for HUD.
12. Assist annually in preparing the annual action plan for HUD.
13. Maintain the IDIS system to ensure accuracy of accomplishments reported to HUD.
14. Serve as the Fair Housing Coordinator.
15. Serve as the Section 103 Coordinator.
16. Perform any additional duties or tasks as assigned by the Director.

QUALIFICATIONS

KNOWLEDGE

The Fiscal Officer must understand and apply the Department of Housing and Urban Development's regulations as they pertain to recipients of Federal Community Development Block Grant and HOME funds. The position requires an understanding of fund accounting and the ability to make appropriate journal entries. The Fiscal Officer must be able to learn to use the federal government's online computer system to obtain federal funds and report accomplishments made using federal funds. The ability to obtain federal clearance to use the system is required. Other software knowledge required to perform the position duties includes, but is not limited to, the Microsoft Office suite. Additionally, the Fiscal Officer must have the ability to work with and communicate effectively with HUD's Pittsburgh field office, the City's Finance Office, and the City's external auditors.

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training:

- A bachelor's degree in accounting or finance or an associate degree in accounting with at least two (2) years of accounting experience is preferred
- A certificate in accounting or an equivalent qualification, is also acceptable.

Experience

Five years of increasingly responsible experience in community development, municipal planning, infrastructure planning, finance, and land development experience. While governmental accounting experience is preferred, it is not required

License or Certificate:

- Must maintain high standards of business and personal conduct.
- Must be able to pass a background investigation report.
- Must be able to pass a drug test if required.
- Must be able to pass a physical examination if required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The position requires the employee to occasionally lift or pull light objects less than 20 pounds. The employee must have the ability to concentrate on complex details and be able to understand and relate instructions. The position requires the use of hands to operate computer, printer, and calculator controls. The employee must have the ability to see small print and hear normal phone conversations.

Bargaining Unit: N/A

FLSA Status: Exempt

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Residential Development Officer position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time