

CITY OF CHATTANOOGA

Classification Specification Title: Accounts Coordinator (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From: Assistant Director Admin.

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 10/20/16

Revision Dates: 8/27/24;

10/20/23; 9/29/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordination of a varying combination of financial oversight and contractual accounts in a department. Responsibilities include coordination and tracking of accounting and finances for the department as well as overseeing the bid procurement process and subsequent project fiscal analysis for all capital contracts. Additional duties include preparing and monitoring departmental and capital appropriations budgets and preparing complex financial reports. Work is performed with limited supervision.

SERIES LEVEL:

The Accounts Coordinator is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as the primary liaison between a department and applicable city, state, federal or internal fiscal and purchasing departments; responds to questions regarding accounts, including for contracts, schedules, budgets, grants, payments, or collections for the department.

Participates in the budgeting process which may include reviewing and analyzing past, present and projected expenditures and revenues; monitoring budget expenditures; preparing final budget documents; preparing budget presentations for the Mayor and City Council and/or performing other related activities.

Analyzes, coordinates, reconciles and validates a wide variety of financial data, information and reporting for funds in the department, which may include budget line items, billings, revenue and fee collection, purchasing card statements, transaction ledgers, purchasing, capital budgets and related fiscal areas; monitors and analyzes projects, functions, programs, and/or other related areas for fiscal compliance.

Manages grant requirements to meet local, state and/or federal requirements including submitting progress reports and reimbursement applications.

Prepares a variety of financial documents, forms and related items for processing which may include vouchers, requisitions, purchase requests, blanket orders, and/or other related items.

Reviews, recommends and implements changes to standard operating procedures and policies related to construction contracts and accounts.

Updates, reviews, and maintains documents related to applicable compliance and/or accreditation. Participates in designing, creating and implementing budgeting, forecasting, financial and operational reporting systems. Coordinates inventory management; compiles and prepares financial information to facilitate internal and external auditing activities; organizes, prepares and reviews budget, and/or grant documentation; implements revenue and expenditure coding; reviews expenditure and fund requests for compliance with established budget; reconciles budget expenditures and revenues.

Resolves complex account analysis problems requiring in-depth research. Audits, compiles, calculates and analyzes a variety of financial data and transactions; prepares financial projections and conducts related forecasting for future project, program and departmental needs for assigned area of responsibility.

Collaborates with engineering staff in order to prepare, process and disseminate contract bid documents.

Participates in reviewing bids; reviews, prepares and distributes bid tabulations; prepares related requests for Council action and contract executables; prepares and distributes notice of award and notice to proceed letters.

Processes pay requests from contractors, processes requests for copies of contract documents, and maintains plan-holder listings.

Maintains internal database of eligible contractors and vendors; and communicates with purchasing or directly to facilitate the most competitive pricing and quality for products and services for the city.

Prepares related reports that summarize all applicable projects and their associated identification numbers; and creates and maintains a variety of forms, procedures, merge files and applicable databases.

Completes and maintains project status information sheets; prepares and posts project status information sheets to the City's website and any internal project management system; and maintains project schedules, reports for internal and external use.

Maintains master contract specifications and collaborates with applicable management to implement contract changes; disseminates updated contract specifications to applicable internal staff and external consultants; and sets up/maintains contract documents in applicable databases.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

May assist citizens with sewer billing questions or concerns within the Hixson Utility District service area.

May communicate regularly with the utility in regards to customer accounts.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with coursework in contract administration, business administration or business law and two (2) years of relevant experience, to include work on construction contracts and/or budgeting/financial activities related to construction and/or municipal entities or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of procurement principles, and processes; contract management principles and practices; database management principles and practices; applicable federal, state and local practices cal laws, ordinances, codes, policies, procedures, rules and regulations; customer service principles budgeting principles and processes; mathematical concepts; financial report preparation methods; applicable Federal, State and Local laws, rules and regulations; financial control and monitoring practices and procedures and financial reporting requirements.

Skill in using a computer and related software applications; preparing a variety of financial statements, reports and related documents; reviewing and analyzing financial information for completeness and accuracy; providing customer service; administering contract management processes; managing databases; interpreting and applying applicable laws, ordinances, codes, policies, procedures, rules and regulations; coordinating activities between multiple parties; processing payment requests; preparing and maintaining a variety of correspondence, forms and/or other related documents; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.