

CITY OF CHATTANOOGA

Classification Specification Title: Accounts Coordinator

Department: Public Works

Pay Grade: GS.09

Supervision Received From: Assistant City Engineer

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 5/23/17

Revision Dates: 8/27/24

10/20/23; 5/23/17

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.)

Serve 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.

Analyze, coordinate, reconcile, and validates a wide variety of financial data, information and reporting for funds in the department, which may include 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.

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

Prepare 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.

May review, recommend, and implement 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.

Participate 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.

May resolve complex account analysis problems requiring in-depth research.

Audit, compile, calculate and analyze 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.

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

Participate 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.

Process pay requests from contractors.

Process requests for copies of contract documents.

Maintain plan-holder listings.

Maintain an internal database of eligible contractors and vendors and communicate with purchasing or directly to facilitate the most competitive pricing and quality for products and services for the city.

Prepare related reports that summarize all applicable projects and their associated identification numbers.

May create and maintain a variety of forms, procedures, merge files and applicable databases.

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

Maintain master contract specifications and collaborates with applicable management to implement contract changes; disseminates updated contract specifications to applicable internal staff and external consultants.

May set up and maintain 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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree with coursework emphasis in contract administration, business administration, or business law and four (4) years experience in construction contracts and/or budgeting/financial experience for construction and/or municipal entities. Any equivalent combination of education, experience or training sufficient to successfully perform the essential duties of the job will be considered.

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

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of procurement principles, practices and processes; contract management principles and practices; database management principles and practices; applicable federal, state and local 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, 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.