



CIP Project Manager Finance

FIN/5-196

JOB SUMMARY

This position is responsible for the management of the accounting, financial, and analytical functions related to project management of the CIP and Capital programs for Governmental and Proprietary funds. This position trains and directs the Financial Analysts in matters related to CIP and Capital project functions and assists with year-end audit financial reporting and CAFR preparation.

MAJOR DUTIES

1. Prepares the CIP and capital budgets via discussions with management and department heads.
2. Supervises, directs, and trains Financial Analysts in the CIP/Capital process.
3. Performs project management of CIP and capital projects.
4. Ensures the tracking and reporting of projects expenses and revenues, along with the management of required documentation.
5. Develops enhanced and complex project management financial reports to assist in forecasting and conveying information.
6. Prepares monthly CIP roll-forward and associated reconciliations.
7. Ensures that all financial activities and requirements related to capitalization and project close-out are carried out in a timely manner, including mid-year and end-of-year amendments.
8. Prepares the Capital Improvement Program document that reflects the county's plan for multi-year expenditures covering the next five fiscal years.
9. Ensures that journal entries related to CIP/Capital Budget are made appropriately and in a timely manner, including budget entries and actual entries.
10. Reviews and analyzes LMIG agreements and intergovernmental agreements related to CIP/Capital.
11. Reports and tracks project expenses and revenues and reports any issues or concerns to the department involved and to management.
12. Ensures the collection of timely and accurate data from various department heads.
13. Coordinates the timely preparation of project budget forecasts for all projects as part of the annual budget process; participates in budget development for proposed projects.
14. Directs Financial Analysts to ensure that all monthly invoices are prepared and provided to Accounting Technician for payment.
15. Works with Finance and county department heads and staff to resolve questions and issues related to project status, funding, budgets, and expenses.
16. Prepares reporting related to SPLOST expenditures and reconciliation with General Ledger, including year-end audit schedules and publishes notices.
17. Assists with the preparation of the Department of Community Affairs DCA report on streets and bridges.
18. Prepares ad hoc reports.
19. Prepares CIP/Capital and project related audit schedules for year-end audits; prepares CAFR schedules and documents.
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
2. Knowledge of governmental accounting practices, including the principles and practices of governmental accounting, including generally accepted accounting principles, Governmental Accounting Standards Board guidelines, and governmental auditing standards.
3. Knowledge of computers and job related software programs, including Microsoft Office Suite, specifically Excel.
4. Knowledge of the methods and techniques of financial research, analysis, and report presentation.
5. Skill in public and interpersonal relations and in maintaining effective and cooperative work relationships.

6. Skill in utilizing computer software programs.
7. Skill in problem solving and decision making.
8. Skill in management and supervision.
9. Skill in gathering and analyzing complex data.
10. Skill in researching and preparing reports.
11. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county personnel policies, the county code, the Georgia Code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, accounting and financial duties. The work administered and managed in this position is complex. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as the need for analysis and critical thinking.
- The purpose of this position is to supervise, manage, and administer CIP/Capital Projects, including accurate tracking and reporting measures. Success in this position ensures compliance with specific regulations and requirements, accuracy of county financial records, contributes to informed decision making, contributes to the sound financial position of the government, and contributes to the provision of government services at reasonable rates.

CONTACTS

- Contacts are typically with co-workers, outside auditors, state officials, department heads and administrators, outside agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, or motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Financial Analysts (2).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field such as Accounting, Finance, Business Administration, Public Administration or a course of study approved by the department. Accounting or Finance preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position two or more years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.