

Finance Officer-Community Development Specialist (SSNL)

Hourly Rate of Pay \$28.00. Seasonal position the Financial Services Department to perform difficult professional routine administrative and analytical work related to the evaluation, estimation and verification of revenues and expenditures from the Housing and Neighborhoods Division of the Development Services Department. This position is also responsible for coordinating, monitoring and filing of reimbursements for Community Development grant programs to assure compliance with statutes, rules and regulations set forth by the granting agency, the State of North Carolina and the Federal government. Work is performed with considerable independence and initiative under general supervision of the Director of Financial Services.

Essential Functions: Develop methods by which Federal revenues and expenditures, through the Housing & Neighborhood division, can be actively coordinated with City budget functions; Develop the financial policy, infrastructure, and processes needed for this coordination; Create a system to allow the timely and accurate reporting of revenues and expenditures at all times; Develop a system to reconcile multi-year Federal grant revenues and expenditures with the annual municipal budget process; Other coordination, budgeting, and fiscal related duties as required. Prepares the annual budget for all Community Development funds, monitors monthly, balances to the general ledger; Prepares periodic reports as required and journal entries necessary to ensure appropriate accounting of funds and/or budget adjustments; Assists contracted auditors and contributes to the preparation of financial statements and annual budget by compiling and analyzing data, providing reports related to state and federal financial assistance and responding to specific inquiries.

Knowledge, Skills, & Abilities: Considerable knowledge of governmental accounting principles, methods, techniques and the principles of public administration used by municipal government; Knowledge of budgets, accounting, purchasing, contracts, and grant administration; Experience with Housing and Urban Development (HUD) programs and policies as applicable to Community Development work, including HUD project tracking and reporting methods; Ability to operate computer and standard office equipment; Ability to establish and maintain effective working relationships with citizens and staff; Ability to work independently, formulate ideas and develop and effectively present recommendations, both orally and in written format.

Education & Experience: Graduation from an accredited college or university with a Bachelors Degree in Accounting, Finance or Business Administration or related field with multiple years of governmental

accounting experience. Thorough understanding of financial analysis and reporting, internal controls and financial operations.

Possession of valid driver's license and acceptable driving history. Drug Screening Required. Applications/Resumes may be mailed to City of Gastonia, Employment Division, PO Box 1748, Gastonia, NC 28053 or faxed to 704-836-0045. To apply in person, please visit City of Gastonia Employment Division at City Hall, 181 South Street or resumes may be e-mailed to jobs@cityofgastonia.com. Subject line of e-mails must include job title of position. EOE/M/F/H. Position# 9070-001 / Ad586. Date Posted: 8/18/11. Position Is Open Until Filled.