

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Fiscal and Compliance Officer (FCO)	Grade:
Department: Office of Community Development	FTE: 1.0

Reports to: Director of Community Development

Position summary

The Fiscal and Compliance Officer (FCO) carries out all fiscal activities for state and federal grants awarded to the City of North Adams and managed through the Office of Community Development (OCD). Partial funding for this position is provided through annual Community Development Block Grant (CDBG) allocations to the City of North Adams.

Responsibilities include

- Financial management, drawdowns, record keeping, financial postings, report preparation, and related activities. A centerpiece of this work is fiscal management and compliance of federal Community Development Block Grant (CDBG) awards issued to the city through the Commonwealth of Massachusetts Department of Housing and Community Development.
- Bank reconciliation, accounts payable and receivable, as well as procurement and purchasing activities.
- Review of all submitted certified payroll records on all grant related construction activity to ensure contractors are conforming to wage compliance.
- Preparation of warrants for both project related matters and departmental payroll.
- Project support, including grant and RFP research, proposal development, and post-award management.
- Other duties as assigned.

Experience and qualifications

- Associate's degree in accounting or related discipline with a minimum of three (3) years relevant professional experience; bachelor's degree preferred.
- Community Development Block Grant (CDBG) program experience preferred.
- State grant management system (OCD/GMS) experience strongly preferred.
- Municipal KVS software experience preferred.
- Grant and RFP research, development, and management skills preferred.
- Proven commitment to professionalism and confidentiality.
- Strong oral and written communication skills.
- Command of the Microsoft Office suite, including ability to create forms, templates, worksheets and presentations as needed.
- Ability to work collaboratively as part of a team as well as independently as an individual contributor.
- Familiarity and experience with government operations and policies desired.

Physical requirements

The position requires a moderate amount of walking, standing, sitting, and climbing stairs and step stool whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing, and pulling of objects. The position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer, typewriter, keyboard, calculator, and other business machines.

Environmental conditions

The incumbent is required to work indoors. The regular chemical solvents are toners, inks, and cleaning fluids.

Application process

Interested candidates are invited to submit an application along with cover letter, resume, and references no later than 4:30 p.m., Monday, June 4, 2018, to

Larysa Bernstein, Director of Community Development
City Hall
10 Main Street, North Adams, MA 01247

or by email to
lbernstein@northadams-ma.gov