

# City of Meriden, Connecticut

## Department of Human Resources

Katherine Zygmunt  
Director of Human Resources



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### Special Projects Coordinator

Responsible for audit compliance and fiscal monitoring of all grants. Responsible for coordination and administration of large or complex grant projects. Works closely with all City Departments to ensure all grant applications, awards and implementation are in compliance with Federal and State financial and audit standards. Responsible for monitoring and fiscal tracking on all City grants. Responsible for reporting the financial position of all grants and working closely with the Director of Accounting and Director of Finance to ensure audit compliance.

#### Qualifications:

Bachelor's degree in finance, accounting or a closely related field and five (5) years of increasingly responsible public sector or non-profit financial administration experience with grants. Must possess the ability to express oneself clearly and concisely both orally and in writing. Good interpersonal skills required in order to relate to a variety of levels of local, State and Federal organizations as well as non-profit and governmental entities. Computer literacy required with word processing, Excel, and Outlook. An equivalent combination of training and experience may be considered.

**Hiring Salary Range** \$105,000.00 - \$115,000.00

Apply online at <https://tinyurl.com/meridencareers> and you can email your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm.

**Last date to apply:** Open until filled

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## **Special Projects Coordinator**

### **General Description**

Responsible for audit compliance and fiscal monitoring of all grants. Responsible for coordination and administration of large or complex grant projects. Works closely with all City Departments to ensure all grant applications, awards and implementation are in compliance with Federal and State financial and audit standards. Responsible for monitoring and fiscal tracking on all City grants. Responsible for reporting the financial position of all grants and working closely with the Director of Accounting and Director of Finance to ensure audit compliance.

### **Essential Duties and Responsibilities**

Prepares, reviews, and tracks grant proposals, applications, and budgets.

Coordinates and participates in the selection, monitoring, coordination, and administration of a variety of grants and service providers in support of a program or division.

Work requires a solid foundation and knowledge of municipal accounting and understanding of Federal and State accounting requirements.

Reviews grant guidelines for eligibility requirements, restrictions, deadlines, and feasibility. Perform cost/benefit analysis of each grant. Works closely with the Finance Director, Director of Accounting and City Manager.

Oversees the submission of grant applications, tracking of applications, awarded grant schedules, reporting, revenue collection and expenditures for assigned City Departments, and coordination and administration of large or complex grant projects to ensure each grant-funded project is meeting proposal conditions and expectations. Oversees administration of the Community Block Grant Development (CDBG) program and the Neighborhood Preservation Program (NPP).

Participates in confidential negotiations and related research.

Manages partnerships with community providers.

Performs related work as required.

### **Supervision Received**

Works under the general supervision of the Director of Finance or designee.

### **Supervision Exercised**

Oversees and manages the CDBG and NPP administrators both in-house and third party and any third party grant consultants.

## **Special Projects Coordinator (continued)**

### **Knowledge, Skills and Abilities**

Considerable knowledge of accounting practices and principles related to the use of Federal and State funds and grants.

Knowledge of MUNIS or similar financial package.

Knowledge of general principles, practices, and procedures of public and business financial administration.

Knowledge of grant accounting principles and practices.

Knowledge of grant regulations and requirements including financial reporting requirements.

Knowledge of principles and practices of large or complex project management.

Ability to work under pressure to meet deadlines for grant opportunities.

### **Qualifications**

Bachelor's degree in finance, accounting or a closely related field and five (5) years of increasingly responsible public sector or non-profit financial administration experience with grants. Must possess the ability to express oneself clearly and concisely both orally and in writing. Good interpersonal skills required in order to relate to a variety of levels of local, State and Federal organizations as well as non-profit and governmental entities. Computer literacy required with word processing, Excel, and Outlook. An equivalent combination of training and experience may be considered.