

**Request for Additional Appropriation  
Operating Budget  
FY 2022/2023**

**TO:** Members of the Board of Finance and The Board of Representative  
**FROM:** Caroline Simmons, Mayor  
**DATE:** 9/26/2022  
**PURPOSE:** BOE PROJECT ACCOUNTANT FOR SCHOOL CONSTRUCTION  
**DEPT:** 1032 - Controller  
**REQUEST AMOUNT:** \$77,510.00  
**FUNDING SOURCE:** Contingency

**Part A - Description of Request**

An accountant position has been created by the Personnel Commission to focus solely on the funding of School Construction and supporting maximum reimbursement for the Board of Education's Long-Term Facilities Plan. This position will advise the Board of Finance and the Director of Administration on the status of funding from bonds and the School Capital Non-Recurring Accounts to ensure that adequate funds are made available to support the program.

The requested amount below assumes an estimated start date of 12/1/22.

**Part B - Computative Narrative**

**Part C - Account Information**

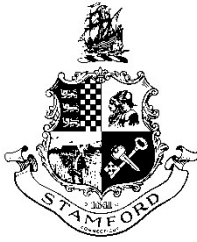
Ref #	Prior Year's Expenditure	Department Request	Approved by Mayor	Approved by BOF	Approved by BOR	Revised Budget	Balance In Account	Projected Exp	Requested Amount
<b>01410321100</b>	<b>Controller/Salaries</b>								
	1,587,195	1,686,249	1,686,249	1,686,249	1,686,249	1,741,092	1,329,848	1,813,092	<b>72,000.00</b>
<b>01410322200</b>	<b>Controller/Social Security</b>								
	130,373	135,855	135,690	135,690	135,690	153,695	153,695	159,205	<b>5,510.00</b>
<b>Total</b>									<b>\$77,510.00</b>
<b>Tax Impact</b>									<b>0.000003</b>

**Part D - Approvals**

<b>David Yanik, Department Head/Director</b> <i>David A Yanik, Controller</i> <small>David A Yanik, Controller (Sep 27, 2022 13:02 EDT)</small>	<b>Sandra L. Dennies, Director of Administration</b> <i>David A Yanik, Controller on behalf of S. Dennies, Dir of Admin</i> <small>David A Yanik, Controller on behalf of S. Dennies, Dir of Admin (Sep 27, 2022 17:11 EDT)</small>
<b>Date</b> Sep 27, 2022	<b>Date</b> Sep 27, 2022
<b>OPM Director/OPM Asst Director</b> <i>Elda Sinani</i> <small>Elda Sinani (Sep 27, 2022 14:38 EDT)</small>	<b>Caroline Simmons, Mayor</b> <i>Caroline Simmons</i> <small>Caroline Simmons (Sep 28, 2022 16:24 EDT)</small>
<b>Date</b> Sep 27, 2022	<b>Date</b> Sep 28, 2022

1003652403	jlazcano	9/26/2022							ADAP
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Mayor  
CAROLINE SIMMONS



DIRECTOR OF ADMINISTRATION  
SANDRA L. DENNIES

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**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

August 12, 2022

To: Personnel Commission

From: Sandra L. Dennies, Director of Administration

Re: Project Accountant – BOE School Construction

The Board of Education has initiated a Long-Term Facilities Plan approaching \$1,000,000,000 for all school facility improvements including repair, renovation, and new construction. They have presented the Plan to the Board of Finance and the Board of Finance has requested that the Board of Representatives approve taxation to establish a Capital Non-Recurring Account specifically for school construction. The FY 22-23 tax billing provides for a \$20,000,000 Capital Non-Recurring Account specific to school construction. The Board of Finance has also provided the Board of Education with the maximum potential local share financing of \$300,000,000 to support this endeavor.

Given the volume of projects being addressed through the State School Construction Grants plus Board of Education ESSER Funds, and other potential grant sources, the support for the effort requires an accountant committed to managing the payment of all professional and construction contractors and the gathering of all invoicing to be submitted to the State for reimbursement of a limited eligible and eligible project costs. The accountant will also be required to monitor reimbursement of submittals and recommending those non-grant fundable portions of projects to be bonded. There will be multiple projects moving forward simultaneously.

The new position being requested will also be responsible for monitoring the Capital Non-Recurring Fund and communicating to the Director of Administration and the Board of Finance on the status of that Fund and the need for additional funds to be made available to support float and local share.

Other Accountant positions in Finance are MAA Grade 10. I believe that this position should be similarly slotted.

If you have any question, please contact me at 203-977-4182.

**City of Stamford**

**CLASS SPECIFICATION**

**Job Title: PROJECT ACCOUNTANT – BOE SCHOOL CONSTRUCTION**

**Salary Grade: A10  
FLSA Status: Exempt**

**Job Summary:** Reporting to the Controller, the Project Accountant – BOE School Construction performs all activities necessary to ensure proper financial management and adequate internal controls for the City in: tracking eligible expenditures and categorizing reimbursement according to State guidelines, organizing submissions of eligible grant project costs to the State for reimbursement (along with supporting documentation); monitoring reimbursements and working with City engineering staff and State auditors to complete and close out projects; undertaking work related to multiple school construction projects; and, other related work as required including general accounting and project work of a moderate complexity, preparation of reports or financial analyses, journal entries, account reconciliations, and tracking of other special projects as may be required.

**Examples of Duties:**

- Responsible for financial management of multiple school construction projects undertaken by the City 'from cradle to grave' which includes accounting, reporting, cash flow projections, and financial service functions for grant-funded programs.
- Responsible for fiscal management of grants and contracts in accordance with government regulations and City policies.
- Establishes and maintains a current database of assigned grant programs.
- Maintains current knowledge of Office of Management and Budget (OMB) circulars and policies and applicability to grants management.
- Responsible for tracking and monitoring charges made to designated grant accounts and related reporting to the Director of Administration, Mayor's Office, and City boards, as may be required.
- Communicates with program staff to provide oversight of financial and record-keeping requirements and ensure compliance with grant regulations;
- Prepares applicable financial reports for timely submission.
- Prepares quarterly reconciliation of general ledger to grants accounts; regularly reviews grant accounts and initiates journal entries to correct errors.
- Assists in the preparation of the Schedules of Federal and State Expenditures and provides requested information to external auditors.
- Updates audit schedules including general ledger account roll-forwards, AR or AP agings, transaction activity account analyses and other reconciliations,
- Prepares journal entries and performs associated tasks necessary to assist in monthly and year-end closing activities, including proposing adjusting entries to submissions based upon eligibility and rates of reimbursement.
- Uses system applications or subsystems to process, record or report transaction activity.
- Responsible for the financial reporting of assigned operating and capital project grant activities requiring a thorough understanding of the grant's purpose along with eligible expenses and expected revenues or funding related to that particular project.
- Maintains record of retainage owed the City.
- Advises the Director of Administration and Controller on cash need for float on reimbursement programs.
- Advises the Director of Administration on total funds to be bonded that support non-grant reimbursed expenses project costs.
- Performs other related duties, as required.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of the principles, practices and methods of municipal or government accounting.
- Knowledge of project management methods and techniques.
- Considerable knowledge of federal and state grant regulations related to grants management and school construction.
- Ability to work independently with minimal direction while keeping others informed of project status and key concerns.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective relationships with City departments, the Board of Education and external customers.
- Ability to meet multiple deadlines in a fast-paced and demanding work environment.
- Knowledge of municipal accounting and the principles promulgated by the Government Accounting Standards Board (GASB), as applicable, as well as Generally Accepted Accounting Principles (GAAP).
- Solid background in fiscal management of federal/State grant programs.
- Proficient in the use of PC software application including Microsoft Office.
- Good knowledge of automated accounting, payroll and time and attendance systems used in a municipal environment particularly, Oracle ERP applications, Ceridian Day Force including WFM, SunGard H.T.E., Kronos/Tele Staff Time and Attendance Application.

**Minimum Qualifications:** Graduation from an accredited college or university with Bachelor's Degree in accounting, finance or a related field and five (5) years of progressively responsible experience in accounting.

**NOTE:** Experience obtained in a public company or municipal, county or state government environment preferred.

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>Rarely (R)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception								
Standing					Color Distinction								
Walking					Peripheral Vision								
Sitting					Driving								
Lifting					<b>Physical Strength:</b>								
Carrying					Little Physical Effort (-10 lbs.)								
Pushing					Light Work (-20 lbs.)								
Pulling					Medium Work (20-50 lbs.)								
Climbing					Heavy Work (50-100 lbs.)								
Balancing					Very Heavy Work (100+ lbs.)								
Stooping					<b>Environmental Conditions:</b>								
Kneeling					Cold (50 degrees F or less)								
Crouching					Heat (90 degrees F or more)								
Crawling					Temperature Changes								
Reaching					Wetness								
Handling					Humidity								
Grasping					Extreme Noise or Vibration								
Twisting					Exposure to Chemicals								
Feeling					Exposure to Gases and Fumes								
Talking					Exposure to Unpleasant Odors								
Hearing					Exposure to Bodily Fluids								
Repetitive Motion					Exposure to Dampness								
Hand/Eye/Foot Coordination					Confinement to a Small/Restricting Area								
Visual Acuity/Near					Mechanical Hazards								
Visual Acuity/Far					Physical Danger								

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Stamford 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 City when necessary.