



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

ADMINISTRATIVE AND SUPPORT SERVICES COORDINATOR

Salary: \$59,548.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, August 3, 2018.

GENERAL STATEMENT OF DUTIES:

This position is responsible for administrative support and maintain the processing and updating of accounts in the City's financial system, including billing and payments, for all Housing and Community Development program agencies. The Major areas of job activities are general administrative support, financial support, and contract support services.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation and maintenance of the office budget for: General ledger, budget transfers, requisitions, purchase orders, year to date reporting.
2. Assist in achieving budgeted financial goals through; scheduling expenditures; analyzing variances; ini
3. Regularly monitors the accuracy, completeness, and timeliness of invoice processing activities. Review contracts to prior to setting up the requisitions for purchase orders and make sure vendors are in the system, request W9 forms and insurance certificates.
4. Process purchase orders for CDBG, ESG, HOPWA, HOME, BLFF, & Earmark contracts and other state and federal program contracts and budgets.
5. Update vendor log daily/weekly prior to check run on Friday.
6. Establish and maintain an operations system of policies and procedures for providing/coordinating services to program agencies, including technical assistance for applications and contracts, invoicing, and reporting.
7. Interface with sub-recipients.
8. Attend grant pre-awards technical assistance conferences and public hearings, and assist in review of program applications.
9. Process payment requisitions for office and sub-recipients, and manage accounting and budget transfers. Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations as needed.
10. Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.)
11. Record Time and Attendance data and compile quarterly reports.
12. Schedule preventive maintenance; call for repairs; etc. for office equipment.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Other administrative and management tasks may be assigned as appropriate.

- Work closely with IDIS Specialist regarding the HUD Timeliness Ratio every year, April/May.

MINIMUM EDUCATIONAL REQUIREMENTS:

Associates Degree in Business or Management Information Systems

EXPERIENCE:

Three to five (3 -5) years in an office setting with financial tracking systems experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Microsoft Office applications as necessary.
- Basic knowledge of finance and accounting.
- College level proficiency in verbal and written communication skills.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Basic working knowledge of federal grant programs.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103