



CITY OF BRIDGEPORT, CONNECTICUT

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

IDIS/FINANCE SPECIALIST

Salary: \$59,722.00 – 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, November 18, 2016.

GENERAL STATEMENT OF DUTIES:

The IDIS/Finance Specialist manages all aspects of the federal Integrated Disbursement and Information System on behalf of the Department of Central Grants and Community Development. This position is responsible for all aspects of project and fiscal IDIS data and interfaces with automated Information Technology applications for accounting, purchasing, cash management and other financial Systems and reports (including federal reports).

ESSENTIAL FUNCTIONS:

The IDIS/Finance Specialist collects, disburses, accounts for and manages all IDIS activities as guided by Sound accounting principles, internal control practices and applicable federal and state laws and regulations, local ordinances and administrative policies. Designs proposed new systems or improves established methods. Coordinates IDIS reports, budget, financial affairs for bookkeeping financial transactions and accounting data with the Office of Policy and Management as required by the City of Bridgeport. Responsible for input and maintenance of project set up and reimbursement information on the federal IDIS and other similar systems Performs related duties as assigned by management.

SPECIFIC FUNCTIONS:

- Acts as the City's liaison for the federal IDIS and other financial systems, sets up and maintains all project and reimbursement information on all Such systems.
- Works in cooperation with the planning effort to prepare, review and submit grant applications including CDBG, HOME, ESG, HOPWA and others as assigned.
- Serves as the Department's liaison to the Office of Policy and Management and others as assigned by management.
- Monitors and analyzes departmental operations, including IDIS information, to ensure compliance with the City's financial and purchasing systems.
- Maintains budget cost control Schedule by expense categories for each project/or or program.
- Maintains complete contract systems.
- Provides monthly states of IDIS and fiscal status for all programs and projects.
- Review results of IDIS and fiscal status and contracts with the department to project performance.

- Advises staff on IDIS/contracts/budget/funds available for reprogramming.
- Assists in the preparation of capital expense budgets when necessary.
- Prepares monthly statements of IDIS and fiscal status for all programs/projects.
- Prepares/oversees the submission of all documents required for each sale, purchase, or refinancing of projects.
- Maintain and oversee land acquisition data and Schedules for Housing & Community Development Department.
- Maintain land disposition data schedules for Housing & Community Development Department.
- Maintain and oversee personal property inventory system for Central Grants & Community Development and operating agencies.

QUALIFICATIONS:

Graduate of an accredited college with a Bachelor's Degree in Business Administration, Accounting or Finance 3-5 or more years of professional related experience in the areas of accounting, budgeting, tax administration, purchasing, information Systems, cash management or financial management Experience with related experience for federal agencies and/or programs. Or, any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

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