

## **CITY OF HAMILTON**

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT - HERITAGE RESOURCE MANAGEMENT SECTION (TOURISM AND CULTURE DIVISION) 28 JAMES STREET NORTH, 2<sup>ND</sup> FLOOR**

#### **COORDINATOR BUDGETS AND GRANTS (TOURISM AND CULTURE) – CUPE 5167**

##### **SUMMARY OF DUTIES**

Reporting to the Manager Heritage Resource Management, provides financial expertise regarding the Section's capital budget, operating budget and grants. Coordinates, evaluates costs and tracks expenditures for Heritage Resource Management Capital Projects and Capital Budget. Undertakes functions relating to capital budget, capital project variance, capital project account monitoring, capital project detail sheet preparation, preparation of capital funding appropriation. Coordinates staff BER and BVR reviews and supports operating budget preparation and monitoring. Coordinates financial functions for the HRM Section while adhering to policies, procedures and standards associated with the Annual Capital Works Budget. Researches and assists in the preparation of HRM external grant funding opportunities and applications. Coordinates and keeps an active record of all grant related funding by maintaining a database of grant related records. Ensures compliance with external government and other organizations regarding reporting.

##### **GENERAL DUTIES**

Liaises with required internal and external groups including but not limited to Purchasing, Finance, Operations as well as external consultants and contractors for the administration of the Annual Capital Works Budget.

Discusses and determines methods for funding of capital projects and the closing of capital projects in consultation with the Senior Project Manager. Makes appropriate arrangements to fund capital projects, which may require consultation with Senior Staff and the Finance and Administration Division.

Advises and initiates funds appropriations by preparing Capital Budget Appropriation Transfer Requests. Ensures that budgets are accurate and that all required approvals have been obtained.

Maintains computerized budget systems and spreadsheets to ensure financial accuracy of the section's capital and operating budget expenditures. Examines, analyzes and determines the process and follows up on capital budget accounts/charges. Maintains an up-to-date financial record of all capital projects within the HRM Section. Ensures that project budgets are adhered to and that project costs are allocated to correct accounts.

Assists the Senior Project Manager with the annual capital budget submission by preparing capital project detail sheets. Participates in long-term capital planning by assisting the Manager and Senior Project Manager in preparation of the 10 Year Capital Plan.

Assists the Manager Heritage Resource Management with operating budget monitoring by coordinating review of budget exception reports.

Assists the Manager Heritage Resource Management with annual operating budget submission by coordinating submissions from section staff.

Plans and manages the annual capital budget salaries distribution, ensuring that projects are funded and budgeted appropriately.

Reviews and reconciles the Budget Variance Reports, investigating any discrepancies, follows up with Finance and Administration as required.

Assists in the preparation of procurement documents such as Requests for Tenders, Request for Proposals and Formal and Informal Quotations while ensuring the City of Hamilton Procurement Policy and Procedures are adhered to.

Initiates the execution of Contract Purchase Orders by reviewing the tender submissions for compliance, ensures all required documents are received

Creates, reviews, edits and monitors all associated financial activities for the annual Capital Works Budget including but not limited to Purchase Orders requisitions, capital budget appropriation transfer requests and Prompt Payment Certificates, Purchase Order Increases, Policy 7's and Policy 11's.

Reviews Annual Capital Works Budget ensuring capital expenditures are allocated to appropriate codes monitoring surplus and revising budget funds as appropriate.

Assists and advises the Manager of HRM regarding status updates on the BVR in preparation for the WIP Committee Meetings.

Participates on the Roster Evaluation Committee, evaluating Roster candidate submissions in a formal and professional manner. Sits in for the Roster Captain at Roster Executive Meetings when required. Reviews and verifies roster submitted proposals for accuracy prior to preparing Roster Category specific Purchase order requisitions. Reviews and verifies other roster related documents such as invoices and proposals for contract increases. Complies with Roster Audit requests by providing appropriate documentation to Procurement in a timely manner.

Reviews and processes invoices to ensure accuracy of amounts, job codes, purchase order numbers, tenders, requests for proposal and quotation numbers, follows up any discrepancies with appropriate staff, contractor or consultant.

Creates and maintains the Central Filing System and procedures/creates summary reports for the annual Capital Works Budget activity.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Demonstrated knowledge of the principles and practices of business accounting and finance usually acquired through the successful completion of a University Degree in Business Administration, or a College Diploma in accounting or financial field or other relevant field or through a combination of education and relevant previous work experience.
2. Extensive knowledge and experience in analyzing Capital Budget Reports. Ability and expertise to advise Senior Staff on financial recommendations, including long-term budget planning. Experience in coordinating budgets on a Program basis (multiple projects).
3. Previous experience in Heritage Facilities and Capital Planning is required.
4. Previous experience in writing, preparation and coordinating grant applications.
5. Previous experience in the administration of a Roster Programme.
6. Proven demonstrated experience in coordinating financial budgets. Ability to prepare computerized spreadsheets and departmental budgets.
7. Considerable experience with the preparation of contract tender documentation and an understanding of construction specifications and terminology.
8. Must possess an understanding of business practices as they relate to tender processes and requests for proposals.

9. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
10. Comprehensive working knowledge in construction/ contract administration.
11. Working knowledge of database software. Knowledge of PeopleSoft, Webcentre and related applications is required.
12. Must possess excellent report writing, interpersonal and communication skills.
13. Knowledge of demonstrated ability to understand and interpret corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy.
14. Ability to organize and prioritize multiple tasks and assignments in order to meet deadlines.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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