

**CLASS TITLE: PROJECT MANAGER (CRMC)**

**Class Code: 02649200**

**Pay Grade: 20A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform professional auditing/accounting work of a relatively complex nature needed to manage federal grants projects; to assist in the maintenance of all accounting and project records in a small agency or to conduct financial audits as needed; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who reviews work for conformance to well-established procedures and regulations.

**SUPERVISION EXERCISED:** As required, may plan, supervise and/or review the work of subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform professional accounting work of a relatively complex nature which may include such duties as: classifying accounts, preparing journal entries, adjusting entries, closing entries, and reversing entries; posting to accounts, voucher registers, and cash books; preparing work sheets and drawing up financial statements and supporting schedules; reconciling accounts; and other accounting duties.

To assist in preparation of state and federal budgets and to monitor expenditures as appropriated by tasks and budget object codes.

To be responsible for the maintenance of account records which includes monitoring of expenditures as appropriated by task within assist in the classification of specific federal and state projects and to insure completion of such.

To develop reports and audits, on various projects, in order to disseminate information to state and federal officials as needed.

To prepare expenditure forecasts on special state and federal projects to ensure completion and availability of funds.

To assist in the submission of personnel reports such as payroll and other personnel actions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of projects, principles, practices, and procedures within an environmental agency; a thorough knowledge of Lotus 1-2-3; a working knowledge of the principles, practices and procedures of state and federal requirements regarding fiscal reporting and management of small projects and task within the department; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration; and

**Experience:** Such as may have been gained through: a minimum of four years in government employment in a position involving advanced business and professional accounting and knowledge in coastal zone management project analysis. Must possess advanced knowledge of Lotus 1-2-3.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 25, 1993

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