



## Accountant I Position Description

Job Title	Account I	Hiring Manager	Denise M. Carter
Department	Mayor's Office of Community Empowerment and Opportunity (MCEO)	Revision Date	June 2, 2017
Salary Range (optional)		Application Deadline	June 30, 2017
Position Type	Fiscal Support		

### Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

### Agency Description

The Mayor's Office of Community Empowerment and Opportunity (CEO) is the City's anti-poverty agency. Housed in the Health and Human Services Cabinet of the Managing Director's Office of the City of Philadelphia, the agency pursues two strategies:

1. Provide direct funding to support anti-poverty efforts. As Philadelphia's Community Action Agency, CEO allocates Community Services Block Grant (CSBG) to non-profit partners through performance-based contracts that increase opportunity for low-income individuals, families, and communities.
2. Implement the City's anti-poverty plan, *Shared Prosperity Philadelphia*, which focuses on five strategies — improving housing security, increasing access to public benefits and essential services, improving economic security and asset building, early learning and workforce development — by aligning the efforts of the city's public, private and non-profit stakeholders in support of ambitious goals in each of these areas. In addition, CEO serves as the lead agency for Philadelphia's Promise Zone, a place-based effort to implement these strategies in a section of West Philadelphia.

For more information, please visit [www.sharedprosperityphila.org](http://www.sharedprosperityphila.org).

### Position Summary

MCEO is seeking an Accountant I to provide fiscal support for fiscal monitoring; review of budgets and contractual invoices; and provides Fiscal Administration. This position reports directly to the Senior Accountant.

## Accountant I Position Description

### Essential Functions

- **Fiscal Monitoring:** Perform off-site review of sub-recipient agency's fiscal records, internal controls and fiscal operations.
- **Budgetary Review:** Monitor expenditures and analyze budget variances by developing procedures to ensure adherence.
- **Fiscal Administration:** Provide necessary support for various department functions that maintain and improve the overall efficiency of the department's operations.

### Competencies, Knowledge, Skills and Abilities

A successful candidate will be a self-motivated, results-oriented individual who works well in a deadline-driven, multi-tasking environment. Must have knowledge of accounting principles; understanding of accounting system operations; good oral and written communication skills; and experience using Microsoft Excel, Access and Word.

### Qualifications (Education and Experience)

Candidates should have a Bachelor's Degree in Business Administration with a major in Accounting and five years of strong accounting experience.

### Additional Information

Applicants should email the following items to Denise.Carter@phila.gov, as one combined PDF document: cover letter, resume, and 4 professional references. No phone calls please.

Successful candidate must be a City of Philadelphia resident within six months of hire.

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<http://www.phila.gov/humanrelations/Pages/default.aspx>