

Position Purpose:

Performs skilled accounting, administrative and technical work in the implementation of overall agency grant management and compliance. Maintain a high level of professionalism with internal and external relationships. Assist the Director of Finance in the development and implementation of goals, reporting, and procedures relating to accounting, grant management, and audit preparedness. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for overseeing fiscal and compliance aspects of grants including:

- Maintain working relationships with funders
- Assist program managers with grant management as needed
- Stay current on federal and state grant regulations to ensure agency compliance

- Develop and maintain a comprehensive management tool for agency grants
 - monthly cash account balances
 - beginning/ending dates
 - reporting due dates
 - grant type and CFDA# if applicable
 - any special conditions

- Grant fiscal management
 - prepare grant billings and fiscal reports
 - monitor grant receivables
 - prepare closeout reports
 - close out all files and deactivate job accounts

- Subrecipient management:
 - maintain Subrecipient relationships
 - if required, monitor and report on compliance
 - identify any Subrecipient compliance issues and assist with corrective active plans

- Assist as needed:
 - audit liaison for grant inquiries and single audits
 - liaison for federal monitoring visits
 - director of finance with preparation of the Schedule of Expenditures of Federal Grants (SEFA)
 - program managers

- Perform similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor Degree in accounting or finance. Five to eight years experience in auditing, monitoring, financial management, state and federal grant administration; or an equivalent and relevant combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of principles and practices of accounting and municipal finance. Extensive knowledge of the laws governing the administration of state and federal grants. Working knowledge of computer applications for financial management. Working knowledge of department operations and functions. Working knowledge of computer operations including accounting software applications.

Ability: Ability to maintain detailed and extensive records and to prepare reports from same. Ability to work effectively under time constraints to meet deadlines. Ability to deal tactfully and appropriately with local, state, and federal agencies and officials. Ability to coordinate with other departments and work well with others in a variety of settings. Ability to communicate effectively.

Skill: Skill in the operation and maintenance of various types of office equipment including accounting software, word-processing and Excel spreadsheets. Mathematical aptitude and organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods. May occasionally move objects weighing 10 pounds. Must be able to communicate effectively in writing and orally.

Supervision:

Supervision Scope: Performs a variety of responsible duties of an administrative and technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws and regulations.

Supervision Received: Work is performed under the supervision of the Director of Finance.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with other governmental and local agencies, organizations, and auditors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in legal and/or financial repercussions for the organization.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)