

# **GRANTS ACCOUNTING SPECIALIST**

## **JOB PURPOSE AND SUMMARY**

Provides technical accounting, budget and other administrative support for Program Managers, under the direction of the Department Finance Manager. Responsibilities include monitoring, analyzing and maintaining financial transactions for a wide variety of social service programs; tracking revenues and expenditures, and preparing required internal and external financial reports.

## **CLASSIFICATION DISTINCTIONS**

Incumbents perform complex, technical grants accounting work involving varying fiscal years and requiring greater independent judgment within the framework of existing accounting policies and procedures than the Accounting Assistant III classification. Work is performed under general supervision and is reviewed by the Department Finance Manager through periodic conferences and reports and through the adequacy and accuracy of the resultant records, reports, and functions.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Provide advanced, technical grants accounting support work for Program Managers and department programs.
- Monitor, analyze and maintain financial transactions and accounting for a wide variety of social service programs funded by Federal, state and local grants and allocations.
- Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods.
- Track revenues and expenditures by funding source and/or subcontract. Reconcile grant and program financial statements to the county financial records by fund which may include many different grants.
- Participate in fiscal monitoring for non-profit agencies receiving money through the DCS programs. Review data, identify errors through analysis, research, and interpretation of data, and provide recommendations to the Department Finance Manager and/or Program Manager in determining corrective action.
- Work closely with department staff, Treasurer's and Auditor's Office personnel, and Federal, state and local governmental agencies.

- Provide accounting information and technical assistance to subcontractors and sub-recipients. Work with funding authorities to correct or adjust outages.
- Report financial grant information from a variety of revenue sources with many element codes. Prepare a variety of reports, statements, records, analyses, and financial compilations for Federal, state, and local regulatory agencies with various reporting periods according to specifications according to program needs. Prepare grant close-outs and biennial reports.
- Prepare, maintain, and track complex or extensive billings and financial information for their respective units. Prepare projections and forecast cash needs within programs.
- Prepare financial projections for RFPs, RFQs, and subcontracts.
- Bill on contract awards and prepares the necessary billing documents, as appropriate. Track due dates and prepare reports for grantor agencies, verify invoices for allowable costs, and prepare monthly grant requests for reimbursement.
- Provide complete accounting support for loan funds, including amortization, payoff calculations, and preparation of required Federal, state and local reports such as Department of Treasury Form 1096. Set up, monitor, and manage program loans for applicable programs.
- Maintain and document internal accounting controls as required by Federal, state and local grantors to ensure appropriate use of public funds. Must be familiar with OMB Circular A-133 and related pronouncements regarding Federal, state and local pass-through funds.
- Assist in recommending and implementing fiscal reform both in department systems and in subcontractor/ sub-recipient financial and compliance reporting systems.
- Assist in development and implementation of administrative, program and subcontract budgets. Contribute to developing modifications to procedures and forms.
- Calculate and executes electronic and manual fund transfers from grantor financial institutions to county bank accounts. Establish and use record keeping procedures, manually and through on-line data entry and wire transfer systems.
- Perform work using spreadsheet, database, and word processing programs. Enter invoices and reimbursement requests into the RPO system.
- Maintain knowledge of department operations and systems. Perform work within accounting parameters established by the department and applicable Federal and state laws and regulations.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Four years of progressive accounting experience, at least two of which are directly related to grant accounting,
- *OR* --
- A Bachelor's degree or the equivalent, in accounting, finance, business administration or a related field from an accredited college or university.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of . . .** general accounting principals and practices; BARS (Budgeting, Accounting and Reporting System for State and Local Governments); computer applications related to financial reporting (database, spreadsheet, word processing); general office practices and procedures; governmental structure, accounting and budget procedures and practices; unique accounting issues relating to Federal, state and local grants.

**Ability to . . .** plan, design and implement specialized financial accounting procedures and reports; research, analyze and interpret complex accounting data; prepare clear, concise financial reports for managers, grantors, and other internal and external users; evaluate current accounting policies and procedures and recommend improvements; develop and maintain effective working relationships with those contacted in the course of work.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is performed in an office environment and involves considerable use of office equipment such as computers, telephones, copiers and fax machines. Computation responsibilities necessitate high level cognitive abilities and decision making. Most work is sedentary in nature. Some walking, bending, and carrying light items are required. Occasionally, incumbents experience highly stressful situations in the process of resolving problems or customer service related matters. Repetitive tasks and body motions are encountered when performing clerical duties such as keyboard work, filing etc. Operating a motor vehicle may be required. Must be able read, speak, and hear to accomplish work duties.

Office use: 02/14/01