

**MAJOR FUNCTION**

This is advanced professional accounting work providing accounting/fiscal support and services for federal and state contracts and grants within the Grants Management Office (GMO). Works collaboratively with internal and external partners, staff and administrators across city government, often serving as a liaison between parties. Conducts grant research, project design, grant writing, budget preparation, provides technical assistance, and managerial oversight related to compliance. Responsibilities include: evaluation of expenditures to ensure compliance with applicable regulations and policies, completing billings/drawdowns, financial reports, monitoring accounts receivables/revenues, and ensuring that projects are closed in an accurate and timely manner. Demonstrates expertise in grants management and knowledge in the Federal CFRs, state and local rules associated with public grants funding. Work is performed under the general administrative direction of a technical superior and is reviewed through conferences, reports, observation, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

May plan, direct and/or review the work of professional and paraprofessional staff engaged in major phases of the financial, accounting, and financial systems for grant funded projects, activities, federal and state contracts of the City. Prepare drawdowns of grant funds for assigned grant programs. Assist in the preparation of the Single Audit Schedule. Provide oversight to lead staff in maintaining and monitoring accounting and budgetary ledgers: Preparation of interim annual interpretive financial, administrative, operational and compliance reports, studies, and analyses. Lead staff in financial systems review, development, implementation, maintenance, operation, and control, including proper application of accounting and financial reporting principles. Develops, maintains, and reviews internal controls safeguarding the City's assets and reliability of financial information and compliance with administrative policies, legal, federal, and regulatory requirements. Ensures that projects are closed in an accurate and timely manner. Serves as expert to staff and other departments or divisions regarding grant related financial policies, guidelines, practices, and financial systems. Will assist in post award grant administration, grant management and grant reporting. Interacts with other departments and divisions in responding to inquiries, conducting special reviews, and ensuring compliance to laws, regulations, ordinances, and policies. Assists in the evaluation and implementation of alternative financing methods for grant funded activities under special conditions as required by the funding entity. Review contract terms and conditions to ensure they are appropriately set up in the financial system, as well as assisting with audit requests when needed. Responsible for assisting: the training of staff, in resolving specific fiscal management issues, as well as, serving as the liaison between departmental staff and representatives from the funding agencies when appropriate. Performs related work as required.

**Other Important Duties**

Prepares agenda requests; monitors City Commission meetings, agendas, and summaries. Serves on cross-functional teams and committees as assigned. May act for section manager in his/her absence, if needed. May supervise employees. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of grants management policies and procedures. Thorough knowledge of regulations regarding grant proposal and application procedures, funding eligibility guidelines, Formula v. Discretionary funds, and the transfer of funds between projects. Considerable knowledge of generally accepted accounting principles, including budgeting, and statistical concepts and methods. Considerable knowledge of financial management practices. Considerable knowledge of

organizational functions, and financial problems of municipal government. Considerable knowledge of financial and statistical analysis techniques. Considerable knowledge of financial systems functions and operations. Considerable knowledge of federal and state grant requirements. Considerable knowledge of modern office practices, techniques, and equipment. Ability to prepare difficult and complex analytical, financial, statistical and administrative reports. Ability to plan, organize, direct, supervise and train professional and paraprofessional personnel. Ability to communicate effectively, concisely, orally and in writing. Ability to analyze the City's financial data, systems and programs. Ability to maintain an effective working relationship with elected and appointed officials, department heads, other governmental officials, consultants, contractors, other employees, and the public. Skills in utilizing microcomputer programs and applications for analyses and studies necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public administration, business administration, finance, or a related field; and five years of professional experience in grants administration, fiscal administration, management systems, budgeting, finance, accounting, procurement, and compliance related experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-29-18

Revised: 06-13-22