

MAJOR FUNCTION

This is professional accounting work providing accounting/fiscal support on federal and state contracts and grants within the Grants Management Division (GMD). Primary responsibilities include direct support to senior grant accountants, conduct grant research as needed to ensure compliance, prepare draft billings/drawdown reports, evaluation of expenditures to ensure compliance with applicable regulations and policies, monitoring accounts receivables/revenues, setup/close of subrecipient POs, and ensuring that projects are setup and closed in an accurate and timely manner. This position requires moderate level of experience and knowledge, but must be able to work independently with some supervisory oversight.

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

Direct support to senior grant accountants by running queries, preparing grant expenditure schedules, gathering supporting documentation, reviewing award agreements and documenting deliverables (e.g. performance, financial billing reports). Evaluates expenditures to ensure compliance with applicable regulations and policies. Perform the setup, funding, extending and closing of grant projects in the accounting system and agency systems as assigned. Perform the setup, funding, extending and closing of grant subrecipient purchase orders. Monitoring accounts receivables/revenues notifying management/departments of past due amounts that need follow up. Preparing reconciliations, reviewing expenditures for allowability and other tasks associated with closing out awards in the City's financial system and the awarding agencies systems as appropriate. Conduct grant research as needed to ensure the City/department are in compliance with the terms and conditions of the award. Prepare draft billings/drawdown reports for approval and submission.

Other Important Duties

Attends grantor meetings, grant user trainings and other post award technical assistance as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Some knowledge of Federal and State regulations regarding grant proposal and application procedures, funding eligibility guidelines, and Formula v. Discretionary funds. Some knowledge of systems of internal control, current management/organization theory and practice. Some knowledge of governmental auditing and accounting standards, statistical methods, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of Federal and State agencies that departments must engage with on a post award basis. Ability to communicate basic concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of computers and the associated programs and applications necessary for successful job performance including word/spreadsheet programs and grants management/ accounting systems.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration or a related field and two years of grants/accounting administration experience (such as monitoring of grant expenditures, fiscal administration and compliance related experience) or two years of experience as an accountant, budget analyst or auditor; or possession of an associate's degree in accounting, finance, business or public administration or a related field and four years of grants/accounting administration experience (such as monitoring of grant expenditures, fiscal administration and compliance related experience) or four years of experience as an accountant, budget analyst or auditor, or an equivalent combination of training and experience.

Necessary Special Requirements

For designated positions, possess of a valid Class E State driver's license at the time of appointment.

Established: 12-27-21