



SELF -CONTAINED MODEL (SCM) GRANTS ACCOUNTANT

Classified Unclassified New Revised

DEFINITION:

This is highly administrative work which involves monitoring the performance of department and agencies deemed “high-risk” relative to expenditures and reimbursement of grant awards and federally funded programs. Work also involves maintaining and verifying the accuracy of the GVI’s financial accounting for grants and ensuring the proper processing of payments to vendors.

The employee performs a variety of routine daily tasks; prepares reports and provides guidance on federal grant activities in adherence and compliance to the applicable policy and guidelines. Duties also include, but are not limited to, coordinating financial and grants management activities, distributing information for federal programs, coordinate and assist with training sessions, audit conferences, grant award analysis and reconciliations, and other related accounting duties.

Work is performed under the direction of the division supervisor or the Agency Head.

DUTIES (NOT ALL INCLUSIVE):

- Research and review vendor statements to identify discrepancies between purchase orders and invoices to resolve account, billing, and address differences.
- Perform supportive technical accounting work involving the maintenance of vendor database and processing of vendor payments.
- Review and approve source documents for invoices, purchase orders, and other documents through the approval workflow in Tyler Munis system, confirming accuracy and compliance with policies and procedures.
- Review and approve invoice entry batches.
- Record and reconcile monthly G5 cash drawdowns for all grant awards.
- Enter and post journal entries.
- Serve as a back-up for accounts payable administration to process weekly check runs, generate electronic fund transfer files, research outstanding vendor payments
- Serve as a back-up in the vendor disbursement process. Processes accounts payable printed checks and generates electronic fund transfer files on a weekly basis. Prepares printed checks for distribution to vendors. Records related journal entries to the general ledger.
- Assist with the annual independent financial statements audit
- Maintain communication with key GVI stakeholders and the Third-party fiduciary agent.
- Perform supportive technical accounting work involving the maintenance of vendor database and processing of vendor payments.
- Record related journal entries to the general ledger.

- Prepare requisite reports, and spreadsheets for grant project accounting.
- Assist with year-end audit working paper preparation, as assigned, to conduct the annual financial statements audit.
- Provide comments and suggestions in developing, updating, and reviewing grants accounting processing guidelines to fulfil all compliance requirements and to improve internal control.
- Monitor expenditures and revenues of all federal grant programs.
- Conduct and maintain detailed analysis of various grant awards and funds received by the local government.
- Provide support and assistance with financial audits and examinations.
- Prepare and compile information for budget, legislative hearings, and reporting purposes.
- Ensure that reimbursements are received and reported timely.
- Coordinate financial and grants management activities; serves as liaison with grant managers for efficient management of grant programs.
- Prepare various reports and follow-up with departments/agencies to ensure compliance.
- Performs other related duties as required.

FACTOR-1- KNOWLEDGE, SKILLS, ABILITIES:

- Possess a high-level of professionalism and confidentiality.
- Possess high level of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook and PowerPoint
- Possess exceptionally efficient and effective oral and written communication skills with considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner.
- Ability to exercise efficient time management.
- Ability to coordinate and handle multiple tasks, meeting established deadlines.
- Ability to analyze and evaluate data, create spreadsheets, charts, graphs and presentations.
- Ability to prepare financial data analysis.
- Ability to read and comprehend.
- Self-motivated, with the ability to work with minimal supervision.
- Knowledge of and ability to understand and implement programs within federal guidelines.

- Knowledge of Government Financial/Cost Accounting.
- Knowledge and ability to conduct training and seminar sessions.
- Ability to coordinate activities between federal program managers and other federal and local government departments.
- Ability to interact with senior management personnel (internal and external); and to establish strong relationships with co-workers and staff of other departments and agencies.

FACTOR-2- SUPERVISORY CONTROLS:

Work is assigned to the employee from the immediate supervisor or Agency Head.

FACTOR-3- GUIDELINES:

Guidelines include, federal and local laws, rules and regulations, grant award conditions, contracts, agreements, OMB circulars, memos from regulatory departments, including the Office of Management and Budget, Department of Finance and Property and Procurement.

FACTOR-4- COMPLEXITY:

This position entails the financial oversight and review of local and federal programs/projects within the department/agency.

FACTOR-5- SCOPE AND EFFECT:

The purpose of this position is to provide general financial management of federal-aid programs. The ultimate positive impact is to achieve efficient and effective use of federal funds and accountability in reporting.

FACTOR-6- PERSONAL CONTACTS:

Contacts are made with federal programs managers, commissioners, directors, other employees, third party fiduciary, and financial officers.

FACTOR-7- PURPOSE OF CONTACTS:

Contacts are made to obtain and distribute information regarding federally funded programs and activities.

FACTOR-8- PHYSICAL DEMANDS:

Work is mostly sedentary. No unusual physical demands are required; be able to lift at least 30 lbs.

FACTOR-9- WORK ENVIRONMENT:

Work is performed primarily in an office setting, where no special safety regulations or precautions are necessary.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, Finance and/or Management and at least two (2) years of relative working experience in Accounting;

OR

Associates Degree or Certificate from an accredited institution in related accounting, business administration, finance or management field; and a minimum of five (5) years of related accounting work experience or an equivalent combination of education and experience

NECESSARY SPECIAL QUALIFICATION

N/A

Date: _____

Approved by: _____
Director, Division of Personnel