

## GRANTS FINANCIAL ANALYST

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☐ Classified    ☒ Unclassified

☒ New

☐ Revised

### DEFINITION

Under the general supervision of the Unit Head or the Agency Head, this is highly administrative work which involves monitoring the performance of department and agencies expenditures and reimbursement of grant awards relative to federally funded programs.

The Grants Financial Analyst is responsible for a variety of routine daily tasks including preparing reports and providing assistance to the Unit Head on federal grant activities in adherence and compliance to the applicable policy and guidelines. This position requires a confidential relationship to the policymaker.

### DUTIES (NOT ALL INCLUSIVE)

Coordinates financial and grants management activities.

Distributes information for federal programs.

Monitors expenditures and revenues of all federal grant programs.

Conducts and maintains detailed analysis of various grant awards and funds received by the local government.

Provides confidential, administrative support and assistance to the unit head.

Prepares and compiles information for budget, legislative hearings, and reporting purposes.

Assists with coordinating financial and grants management activities.

Documents new procedures for better accountability, controls, record-keeping and reporting for grant programs.

Researches historical records for grants and effect drawdowns.

Reviews budgets and prepares account analysis to ensure proper recording of federal funds through the Enterprise Resource Planning System (ERP) and eCIVIS System.

Maintains follow-up communication with assigned departments and agencies to address issues timely.

Prepares various reports and follow-up with departments/agencies to ensure compliance.

Performs account reconciliations and reconciliations of grant activities program.

Assists management with coordinating training sessions, relative to federal grant activities.

Performs other related duties as required.

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#### **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of the programs within federal guidelines.

Knowledge of government Financial/Cost Accounting.

Ability to conduct training and seminar sessions.

Ability to maintain a high-level of professionalism and confidentiality.

Skill in computer software and applications, especially in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.

Skill in efficient and effective oral and written communication.

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.

Ability to work with minimal supervision.

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. The incumbent works independently and confers unusual or complex matters to senior staff.

#### **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 federal programs and projects within the department/agency.

#### **FACTOR 5- SCOPE AND EFFECT**

The purpose of this position is to provide general financial management of disaster federal-aid

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programs. It involves financial oversight, review and accountability for the federal 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 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 with minimal physical activity including lifting at least 30lbs.

### **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 related field;

**OR**

Associates Degree or Certificate from an accredited institution in related accounting, business administration, finance or management field; and a minimum of four (4) years of related accounting work experience or an equivalent combination of education and experience.

Date: 8/10/2021

Approved by:   
Assistant Director, Division of Personnel