



# GRANTS MANAGEMENT ANALYST JOB DESCRIPTION

Job Title: Grants Management Analyst

Job Code: GM100

Pay Grade: 125

Effective Date: July 2021

FLSA: Non-Exempt

Revision Date: July 2021

## NATURE OF WORK

Under general supervision is responsible for the development, coordination, expenditure tracking, billing, and submission of federal grant reporting to include preparing executive summaries, budgets, budget narratives and project schedules.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Ensures compliance with Federal regulations, financial requirements and guidelines; collaborates with County departments to ensure financial compliance and proper accounting of external and internal grant contracts.
- Supports grant post award administration and management, including modifications, payments, funding analysis, deliverables tracking, and Grants reporting requirements.
- Researches, audits and analyzes accounting and technical transactions to resolve questions and validate data; verifies fiscal accountability and fund integrity for transactions.
- Ensures the accuracy, timeliness and quality of grant reports.
- Assists in preparation of the Schedule of Expenditures of Federal Awards (SEFA) and other federal reporting requirements.
- Performs professional-level accounting, finance and budget functions and statistical analysis; serves as a technical resource to County staff on a variety of budgeting, accounting, and analytical issues.
- Monitors documents for accuracy and compliance with Federal, state, and local policies and practices.
- Performs analyses, including research, data analysis, supporting documentation, notes, statistical tables, schedules and other supplemental information as required.
- Performs a variety of general accounting duties including account analysis, classification of costs and charges, reconciliation, and report preparation.
- Responds to grant inquiries from County departments and employees, outside agencies, and the general public; provides requested information and/or directs inquiries to appropriate personnel.
- Responsible for updating the County website, provides updates regarding grant information to the public and other County departments, offices and stakeholders.

- Coordinates with sub recipients on grant contracts and reporting requirements,

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Accounting or Finance; AND two (2) years' of federal grant management, reporting and accounting experience.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of grant administration. Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) for Public Sector financial management.
- Regulations and requirements governing the administration of grant funding.
- Federal, State, and local grant funding sources.
- Grant application processes and documentation.
- Governmental accounting principles.
- Budget processes and procedures. Financial records, reports, and documentation.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications and automated financial systems and software.

**Skills in:**

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and County policies and procedures.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Proficiency in Microsoft Office (including Word, PowerPoint, Excel, Outlook) and other related software products. Coordinating and performing a variety of highly technical grant administration functions.
- Providing grant support to County departments and elected offices.
- Researching, applying for, securing, and administering Federal, State, and local grants.
- Preparing and maintaining grant applications, reports, and related documentation.
- Monitoring and interpreting financial and grant compliance documents, and ensuring compliance with all regulatory requirements governing public sector financial activities.

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- Monitoring and ensuring the County's compliance with grant funding and reporting requirements.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and community organizations.
- Communicating effectively verbally and in writing.