



Lewis County Employment Opportunity

Division: **BOCC/Budget**

| Position: **Grants Management Analyst**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Range 125: \$5,268-\$7,086/mo.**

Posting Opens: **07/09/2021**

Posting Closes: **Open Until Filled**

DEPARTMENT / OFFICE

This a non-represented position within the Budget Department.

POSITION SUMMARY

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

This position will be required to make occasional site visits to grant awardees.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the screening date.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Supplemental Questionnaire**

All application materials must be received in the Budget Department.

MINIMUM REQUIREMENTS

- 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. May be required to pass a thorough background investigation.
- Must be Microsoft Office Proficient

DESIRED APPLICANT

- Experience with **SEFA** (Schedule of Expenditures of Federal Awards)
- Experience with Gantt Charts
- *Governmental Accounting Experience Preferred*

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.