

Code: 1352

Title: GRANT ACCOUNTANT & COMPLIANCE SPECIALIST

SUMMARY: Performs specialized governmental accounting tasks in relation to overall financial responsibilities for compliance with County policy and practice, as well as grant regulations, executed contracts and agreements, applicable statutes and agency regulations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews, audits, analyzes and reconciles all financial information and documents supporting grant-funded expenditures in the general ledger for compliance with applicable federal, state and County regulations, statutes and Generally Accepted Accounting Principles (GAAP);

Analyzes various grantor specialized monthly revenue and expenditure reports and makes appropriate recommendations to ensure compliance with budgeted projections and grant provisions;

Assists in preparing and monitoring departmental annual grant budgets;

Compiles and analyzes financial data for preparation of various costing reports, and monthly or quarterly reports, to federal or state agencies for grant activities;

Reviews, analyzes, balances and reconciles accounting activities regarding grants for revenues, expenditures and balance sheet accounts;

Analyzes, determines and prepares cash position, revenue and expenditure projections;

Prepares audit work sheets, schedules, reports and supporting documentation to be used during grant audits by federal or state agencies;

Prepares and maintains documentation to support federal, state and County audit inspections of financial transactions including billing, funds draw down and correspondence;

Supports departments with departmental program grant budget projections;

Reviews contracts and agreements for compliance with grant provisions and applicable ordinances to support County requests for reimbursement;

Monitors and ensures compliance with federal, state, local and special program reporting procedures for grant-specialized financial activities, such as the Office of Management and Budget's (OMB) directives and circulars, state, local and special program reporting procedures for grant financial activities;

Compiles and analyzes data and prepares responses to questions from client departments, as well as the Finance Department, regarding financial statements and reports including contract and grant expenditures, status and terms;

Provides auditors with support and documentation concerning accounting procedures relative to contracts and grants compliance and relevant to the given program's governing Code of Federal Regulations (CFRs) and with OMB circulars;

Coordinates and monitors grant and contract activities and services, intra- and inter-departmentally, and with other governmental agencies, and responds to inquiries;

Monitors grant sub-recipient financial activity for compliance with applicable regulations, policies, statutes and County practices;

Leads and trains other staff in compliance and grant/governmental accounting activities;

Provides operational advice and training on the use of the automated financial and grants management system to County departmental users.

KNOWLEDGE & SKILLS:

Knowledge of:

- accounting and governmental accounting principles, practices and methods;
- specialized reporting requirements and procedures related to grants and federal/state agency systems;
- cost accounting, government accounting and auditing;
- budget preparation and administration;
- County financial record keeping practices;
- County automated accounting and information systems;
- principles and practices of contract/grant/intergovernmental agreement administration and monitoring related to financial activities;
- federal, state and County laws, rules, regulations, and policies pertaining to grant and contract administration;
- County financial and administrative practices and policies.

Skill in:

- analyzing, interpreting and reconciling fiscal and accounting records and preparing accurate financial reports;
- applying specialized reporting requirements and procedures to the preparation of accounting records and financial statements;
- communicating effectively, both interpersonally and in writing;
- providing instruction and training to vendors and staff;
- reviewing, coordinating, monitoring, evaluating and interpreting contract and grant financial activities;
- interpreting and explaining policies and procedures;
- interpreting and applying laws, rules, and regulations to contracts and grants;
- compiling and analyzing data and preparing summary status reports based on the data;
- using automated systems, databases, spreadsheets, and word processing programs.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college or university with a major in accounting, business administration, finance or other closely related field as defined by the appointing authority at the time of recruitment and four years of professional accounting experience.

(Additional relevant education from an accredited college or university may be substituted for the aforementioned experience.)

OR:

(2) Two years of experience with Pima County as an Accountant which includes one year of experience in contracts/grants administration.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain required licensure shall be grounds for termination.

Special Notice Items: Some positions may require the successful completion of a background investigation by authorized law enforcement personnel due to the need for access to detention, courts, corrections and/or law enforcement facilities or associated confidential information, documents and materials.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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