



GRANT ACCOUNTANT 1

Department: Multiple
Job Class #: 153600
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional grant accounting work performed for various departments of Pierce County. An employee in this classification is responsible for the maintenance and operation of a general accounting system utilizing federal, state, and local regulatory requirements.

SERIES CONCEPT: Grant Accountant 1 is the entry-level classification in the professional series of Grant Accountants, characterized by the performance of routine to moderately complex accounting functions. The Grant Accountant 1 is not responsible for the supervision of other staff.

ESSENTIAL FUNCTIONS:

- Participate in the establishment and maintenance of comprehensive fiscal processes, procedures, and controls for fulfillment of, and compliance with, grant requirements; audit recipients of grant funds for adherence to program budget.
- Audit a variety of financial documents for completeness, accuracy, conformance with uniform accounting requirements, and with applicable regulations, goals, and objectives; evaluate program and department expenditures to assure statutory compliance; participate in fiscal assessments of subcontractors and sub-grantees; and prepare written findings for inclusion in contract files.
- Provide technical assistance to staff, sub-contractors, sub-grantees, and service providers; answer inquiries and disseminate information regarding fiscal regulations and systems.
- Prepare and maintain financial reports, statements, letters of credit, vouchers and other fiscal records in accordance with federal, state, and local regulations; reconcile reports and financial statements; forecast and monitor expenditure rates and identify need for adjustment; process appropriation and expenditure transfers; identify areas of non-compliance and recommend remedial action.
- Provide management with status of accounts, both actual and projected, along with analysis and recommendations relative to activity costs and revenues.
- Prepare annual administrative and program budgets; reconcile department accounts with County accounting records such as monthly budget analysis, cash balance statements, revenue and expenditure reports and letters of credit; and amend budget as necessary.
- Assist in the development and modification of specific aspects of the existing accounting systems to improve procedures and overall efficiency; provide technical assistance to sub-contractors for as required.
- Review contract proposals and make recommendations with regard to budget format, narrative, matching funds, and general compliance with state and federal regulatory requirements.
- Prepare financial pre-specifications during RFP/contracting process; prepare fiscal allocation sections for contracts.
- Provide fiscal data to assessment teams.
- Review and respond to audit findings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

ESSENTIAL FUNCTIONS: (continued)

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general direction and work assignments are carried out in accordance with objectives which have been established by an administrative superior. Work is reviewed occasionally for technical conformance; adequacy of professional judgment; compliance with governing laws, regulations and policy; and for fulfillment of established goals and objectives. Guidelines are available in the form of well-defined to ambiguous or non-existent internal policies, procedures and precedents, as well as federal, state, and local laws, acts, ordinances, and regulations. Incumbents exercise considerable independent judgment in adapting policies and precedents to specific situations, in selecting a proper course of action, and in technical decision-making on fiscal matters.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Grant Accountant 1 typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices, and methods of governmental accounting, auditing and budgeting.
- Laws, rules, regulations and policies governing accounting, budgeting and grants management applicable to the program area.
- Computerized accounting systems. (Washington State BARS System)

Skill in:

- Use and operation of a computer, including complex spreadsheet development.

Ability to:

- Acquire knowledge of specialized fiscal procedures and subject matter encountered in specific assignments.

GRANT ACCOUNTANT 1
Classification Description - Pierce County
Page 3

Ability to: (Continued)

- Analyze complex financial and statistical data and determine their significance, and to recognize irregularities and execute corrective action.
- Develop administrative and compliance standards and procedures, and to evaluate their efficiency and effectiveness.
- Establish and maintain effective working relationships as necessitated by work of the position.
- Understand and apply complex guidance and concrete work situations.
- Prepare accurate reports, records, and audit findings.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four year college or university with major coursework in accounting, business, public administration or related discipline applicable to position and one or more years experience in governmental accounting, auditing, budgeting, or closely related field is required. Additional education and/or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.