

**VACANT POSITION
DEPARTMENT: ADMINISTRATION**

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

SUBMIT APPLICATION TO:

employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office

CLOSING DATE: Open until position is filled

Job Title: Grants Manager (Position No. 1020)
Salary: Pay Grade 22; \$80,207.41 per year
Provisions of the Personnel Ordinance for promotion/demotion
Work Schedule: 8:00 am - 5:00 pm; M-F, some evening meetings

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a bachelor's degree in accounting, Business Administration, Public Administration, or related field; and 3-5 years of related experience in monitoring and coordinating governmental grant programs, including 1-2 years of progressively responsible supervisory experience, or equivalent combination of education and experience.

GENERAL STATEMENT OF JOB: Under limited supervision, this position performs administrative activities related to federal and state grants management and administration at the department level. Responsibilities include preparing and submitting financial reports, monitoring expenditures for grant compliance, and serving as a liaison to grant funding sources. Reports to the Administrative Services Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes telephone, printer, facsimile machine, copier, personal computer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists County officials and departments in preparing grant applications and proposals; reviews and approves procurement documents supported by grant funds for compliance prior to submission; analyzes financial information for accuracy and compliance with grant regulations and County policies; ensures commitments of County funds are approved prior to submission; Facilitates the preparation of programmatic and financial reports required by federal, state, and non-profit agencies; reviews grant award agreements for reporting requirements, budget stipulations, and special terms/conditions; establishes accounting structure for grant awards; maintains schedule of required reports and due dates; reviews and approves grant financial and reimbursement reports, grant funded payment vouchers, and transfers of funds to grant accounts; and maintains access to grant related electronic reporting systems.

Pursues new grant and program funding from federal and state agencies and serves as a County liaison to agencies providing grant funding; coordinates audit efforts for grant programs; communicates with granting agencies on financial and programmatic issues; oversees completion of all grant reporting requirements; oversees hiring of consultants to conduct audits; prepares draft audit reports for auditors; facilitates corrective action plans to address deficiencies identified through site visits, audits, and other monitoring activity; coordinates with county departments on information required by consultants; reviews data and information submitted by departments for consultants; ensures submission of audit reports to Federal and State agencies by mandated due date; and ensures submission of Federal Funding Accountability and Transparency Act (FFATA) reporting.

Monitors financial status of department level grant awards; prepares/submits requests for reimbursements; monitors budget expenditures for grant compliance; prepares required financial reports and budget adjustments for grant awards; maintains accurate and complete grant files; and performs grant related special projects and audits.

Prepares grant applications and proposals; prepares grant applications in accordance regulations, policies, and procedures; submits grants through appropriate web based and hardcopy processes; submits quarterly and annual progress reports; develops grant management policies and procedures; ensures that annual certifications, reports, other grant reports, and postings are performed as directed for grant compliance.

Manages and monitors capital procurements to ensure compliance with Federal, State, and local requirements; performs and/or oversees procurement activities; ensures compliance with purchasing policies and procedures and grant regulations;

issues requests for Proposal (RFP) and Invitation for Bid (IFB) for purchases as needed; and assists with contract preparation and purchases.

May reconcile bank statements, accounts receivable, and general ledger accounts reconcile operating, grant, payroll, and flex bank account statements; and completes reconciliations of accounts receivable and general ledger accounts.

Performs special assignments as directed; organizes, coordinates, and conducts special projects in support of Finance department operations; serves as a liaison to federal and state grant program administrators; and acts as liaison to consultants and vendors.

Consults with administrative officials and service providers concerning proposed and current funding of projects; serves as a county liaison to agencies providing grant funding.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

June 7, 2024
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