## MENDOCINO COUNTY GOVERNMENT **CLASS SPECIFICATION**

**CLASS TITLE: GRANTS ANALYST** CLASS CODE: 09926 DEPARTMENT: **PUBLIC HEALTH** FLSA STATUS: N **REPORTS TO:** 

**ACCOUNTING SPECIALIST SUPERVISOR DATE: 10/99** 

## JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs various complex accounting and budgeting functions related to the financial management of grants, federal and state programs, and state and federal contracts.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Oversees the administration of grants, including: preparing complex billings at specified intervals; compiling reports; preparing journal entries for fund transfers; distributing internal costs; tracking employees= hours and benefits; maintaining audit trails of expenditures and revenues; devising forms, spreadsheets and other financial record keeping sources to fulfill reporting requirements; preparing, reconciling and balancing ledgers; monitoring and analyzing expenditures to ensure compliance; and tracking all revenues and reconciling grant funds with audit information.

Maintains and analyzes a variety of grants, funds and contracts. Trains department representatives in entering data and monitors work related to same to ensure accuracy.

Compiles and interprets financial data and uses the information to prepare budgets.

Collects, deposits and audits monies received for services and products.

Reviews accounting, auditing and/or regulatory reports to ensure financial compliance and integrity, to analyze findings, provide budget forecasting information and to interpret conclusions.

Researches and compiles data to comply with financial reporting compliance and integrity of the organization systems and records; files appropriate reports with local, state and federal agencies.

Prepares memorandums, letters and reports in final form from rough drafts and notes.

Performs audits and special assignments including checking accuracy of entries and examining routine documents.

Provides back-up support for other accounting staff.

Performs other related duties as assigned.

# **MATERIAL AND EQUIPMENT USED:**

General Office Equipment Computer

## **MINIMUM QUALIFICATIONS REQUIRED:**

## **Education and Experience:**

Associate degree or equivalent from a two-year college in accounting or related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### Licenses and Certifications:

None

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

## Knowledge of:

Generally accepted accounting principles as applied to governmental accounting.

Financial, fund and project accounting.

Financial report and statement preparation.

Grants administration.

All computer applications and hardware related to the performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

## Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Using spreadsheet and word processing software.

Preparing clear and concise reports, correspondence and other written materials.

#### Mental and Physical Abilities:

Ability to prepare financial summaries and reports.

Ability to devise forms and spreadsheets with complex formulas.

Ability to read, analyze and interpret data processing records.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to establish and maintain effective working relationships with others.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

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# **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.