

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 4, 2013

FLSA Status: Exempt/Administrative 1/4/2010

GRANT AND SYSTEMS ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for monitoring grant budgets, expenditures and receipt of funds to ensure compliance with funding source administrative guidelines. The incumbent will make recommendations with regard to the effectiveness and value of grant-funded programs; interpret grant regulations; assist program managers with financial reporting and track the status of grant programs through their life cycle. The incumbent will assist with the development, implementation and administration of a county-wide grant-control system and related accounting procedures. In addition to these county-wide functions, the incumbent will oversee and coordinate the accounting and fiscal management functions of the local Employment and Training Program. These duties include independently maintaining all Employment and Training accounts in proper balance, furnishing periodic financial statements, and auditing the accounts of sub-grantees for compliance with applicable laws and regulations. The work is performed under the general supervision of both the Director of the Office of Management and Budget and the Employment and Training Director. The incumbent exercises general and/or direct supervision over other professional and clerical employees to include overseeing the Budget Office in the absence of the Director. The incumbent exercises independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Monitors grant-funded programs and activities to ensure compliance with regulations so that objectives are accomplished and prioritized according to federal, state, and local regulations;
2. Audits post-award grant accounting financial transactions to ensure grant budgets, expenditures, and receipt of funds are recorded accurately;
3. Assists grant program managers with financial reporting, interpreting grant regulations, and making recommendations regarding the value and effectiveness of grant-funded programs;
4. Compiles and provides information through the preparation of periodic financial and statistical reports, both verbal and written;
5. Contacts various federal, state, and local representatives regarding program funding and guidelines and advises program employees and subcontractors of current fiscal requirements;
6. Performs cost and trend analysis to aid in fiscal planning and measure program effectiveness;
7. Provides direction in preparation of all required grant reports and claims;
8. Collaborates with departmental personnel in the administration of grants and the accounting of grant-fund monies;
9. Contributes to the development and implementation of a County-wide grant control system and related accounting procedures to efficiently and effectively monitor grant funds;
10. Maintains complete and accurate financial records for the Employment and Training Department and oversees its accounting and auditing procedures, including but not limited to: reconciling bank accounts, coordinating payroll functions, auditing program or subcontract funding, and maintaining trial balances and general ledger accounts;
11. Monitors and updates various federal and state system interfaces related to grant applications and awards;
12. Attends monthly Grant Writing Team meetings and grant related Employment and Training meetings;
13. Provides general and/or direct supervision over department personnel;
14. Carries out the Director's directives, when assigned;
15. Acts in place of the Director of the Office of Management and Budget in his/her absence, carrying out established department policy.

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GRANT AND SYSTEMS ACCOUNTANT CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of grant preparation, administration, principles, practices, laws, and regulations; thorough knowledge of modern management principles and practices; thorough knowledge of program planning, evaluation, and reporting; thorough knowledge of various county and municipal programs and services; thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing; familiarity with accounting analysis; familiarity with governmental accounting; ability to apply established accounting and auditing principles and techniques; ability to gather and analyze data, draw conclusions from the data and present findings in a logical, concise manner; ability to prepare detailed reports and to support recommendations; ability to utilize current computer software applications at an acceptable rate of speed and accuracy; ability to prioritize and work effectively under deadlines; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; ability to supervise the work of others; resourcefulness; initiative; sound judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Finance, Accounting, Business Administration, or Economics and four (4) years full-time (or its part-time equivalent) paid work experience in a position responsible for performing or overseeing financial analysis, accounting, and/or audit functions. One (1) year of this experience must have involved monitoring, administering or researching grants and familiarity with computerized grant and accounting procedures. Candidates must have one (1) year of experience supervising the work of others.