



GRANT ACCOUNTANT 2

Department: Multiple
Job Class #: 112900
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: No

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 Pierce County. An employee in this classification is responsible for budget and accounting work pertaining to the specialized field of governmental grants and contracts; supervision; and assisting with division planning. Work involves complex budgeting and accounting functions in accordance with federal, state and local regulatory requirements.

SERIES CONCEPT: The Grant Accountant 2 is characterized by the performance of routine to moderately complex grant accounting functions. The Grant Accountant 2 is responsible for the supervision of others.

ESSENTIAL FUNCTIONS:

- Direct and participate in the establishment and maintenance of comprehensive fiscal processes, procedures and controls for fulfillment of, and compliance with, grant requirements; audit a variety of financial documents for completeness, accuracy, and conformance with uniform accounting requirements and with program regulations, goals, and objectives.
- Prepare and develop annual County, State, and various grant budgets.
- Monitor budgets and related fiscal reports to ensure grant audit compliance, adherence to county, state and federal regulations, allowable costs, adequate budgetary constraints/controls maintenance, timely report submission, and compliance with generally accepted accounting practices and procedures.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Evaluate program and department expenditures to assure statutory compliance.
- Prepare and maintain financial reports, statements, letters of credit, vouchers, and other records in accordance with federal, state, and local regulations; conduct fiscal assessments and prepare written findings as required.
- Develop fiscal contractual language; make recommendations for acceptance of contractual terms and conditions.
- Develop and oversee comprehensive fiscal procedures and controls to ensure compliance with applicable requirements.
- Direct the development and modification of the accounting system to improve procedures and overall efficiency.
- Reconcile reports and financial statements; forecast and monitor expenditure rates, and identify need for adjustment.

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- Process appropriation and expenditure transfers; identify areas of non-compliance and recommend remedial action.
- Prepare and provide status of accounts, both actual and projected, along with analysis and recommendations relative to activity costs and revenues.
- Review all state contracts, subcontracts, and agreements; review and approve all subcontractor budgets for adherence to applicable requirements.
- Represent the division at meetings; may provisionally commit resources.
- Coordinate visits by grantors and the State Examiner; audit activity related to the division programs.
- Perform external audit reviews and communicate with external auditors regarding subcontractor compliance; follow-up on audit findings.
- 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 the general direction of an administrative supervisor with considerable latitude for independent judgment and action. Work is reviewed periodically for compliance with governing laws, regulations and policy, adequacy of professional judgment, and fulfillment of established goals and objectives. This position has full supervisory authority for administrative support and technical employees.

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 2 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:

- Relevant policies, regulations, methods and procedures with regard to grant budgeting, accounting and management including knowledge of grant accounting principles, theories, concepts and terms.
- Washington State Budgeting, Accounting, and Reporting System (BARS).
- Supervisory principles, practices and office administration.

Ability to:

- Conceptualize and implement specialized accounting methods, forms and procedures.
- Analyze complex operations and to make sound policy and procedural recommendations as to their

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solution.

- Analyze and interpret findings and prepare comprehensive reports.
- Plan, supervise, direct, train, coordinate and evaluate the work of others.
- Acquire knowledge of specialized fiscal procedures and subject matter encountered in specific assignments.
- Maintain cooperative and effective working relationships with people of diverse backgrounds, departments, outside agencies and the general public.
- 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 or public administration, or related discipline applicable to the duties of the position and two or more years of experience in governmental accounting, auditing, budgeting or closely related field **is** required. Previous lead or supervisory experience is highly desirable. 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.