



GRANT ACCOUNTING ASSISTANT 2

Department: Human Services

Job Class #: 113500

Pay Range: General 18

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 specialized budget and accounting support work pertaining to the specialized field of governmental human services grants and contracts. Work typically includes assisting with the preparation of financial data for a variety of grant/contract applications with a variety of different calendar years, spending requirements and limitations; monitoring expenditures to ensure they are allowable under the particular grant/contract; budget preparation, analysis and revisions; preparation of monthly reports for program supervisors, monthly reimbursement requests and bi-monthly cash projections; coordination with various County departments for purchasing and printing needs; maintaining program files; updating budgets and program worksheets; and reviewing and verifying expenditures for accuracy and budget compliance. Assignments may involve providing guidance to other office employees and performing a combination of technical accounting and financial functions. Work is performed under general supervision and is reviewed by an administrative superior through periodic conferences and reports, and adequacy and accuracy of resulting records, reports and functions.

ESSENTIAL FUNCTIONS

- Reconciles general ledger to County records using warrant listing, payroll expenditure/revenue reports, monthly expenditure transfers and cash receipts/disbursements according to Generally Accepted Accounting Practices.
- Verifies warrant listing by account code, purchase order number and amount. Writes warrant number and warrant date on purchase order and files in correct program paid files.
- Reviews specific grant requirements along with specific County Finance requirements.
- Posts accounts receivable to correct program in cash book and computer files.
- Purchases office supplies and equipment.
- Uses State runs and County warrant listings and transfers to reconcile expenditures so not to over/under spend the budget. Reconciles with grantors/contractors and County records.
- Reviews and prepares program files, payroll files, expenditures and income files for annual audits according to Generally Accepted Accounting Practices.
- Prepares cash projections for a variety of grants/contracts. Determines amount of cash on hand; projects amount to be spent and requests money to cover expenditures.
- Reconciles and projects any outstanding expenditures to grant end according to grant budget; prepares expenditure transfers and budget appropriation where necessary.
- Reports, verifies and prepares revenue and expenditures for each grant/contract for the County fiscal year according to Finance requirements.
- Prepares tools for use within the department to analyze and foresee expenditures/budget problems; prepares reports utilizing computer.
- Submits time cards via on-line computer system to County payroll according to County procedures; when appropriate, prepares time cards manually according to specific grant/contract time frames and budget positions.
- Analyzes expenditures, computes calculations, verifies for accuracy according to Washington State BARS System.

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- Maintains inventory of equipment purchased for multiple grants/contracts on an annual basis as requested by grantors/contractors.
- Prepares cost analysis for grants/contracts; follows grant/contract requirements.
- Prepares reimbursements to grantors/contractors according to grant/contract specifications.
- Reviews County appropriations along with grants/contracts as needed.

OTHER JOB FUNCTIONS

- Assists in County budget preparation, forecasting and developing cost estimates.
- May assist in training other employees. Acts as lead worker in supervisor's absence.
- Types reports, forms and general correspondence and operates other office equipment as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles and practices of double-entry bookkeeping.
- Thorough knowledge of general accounting systems, grants and contracts.
- Knowledge of the basic methods and techniques of governmental accounting, including knowledge of the Washington State BARS System.
- Knowledge of grant accounting and allowable costs.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.
- Ability to make arithmetical computations quickly and accurately.
- Ability to establish and maintain effective working relations with co-workers, public and private officials and the general public.
- Ability to operate office equipment associated with the position, e.g. WordPerfect, Excel, etc.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Three or more years of progressively responsible bookkeeping or closely related work experience, with special emphasis on human services grants/contracts. May substitute on a month-for-month basis, successful completion of course work in bookkeeping, accounting or closely related subjects relevant to the requirements of the position for a maximum of one year of the experience requirement. Additional education or experience may substitute for the recruiting requirements.