

CLASS TITLE: SR GRANTS FISCAL COMPLIANCE COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative professional accounting work, managing financial and compliance reviews for federal/state funded programs and other related assigned duties.

ESSENTIAL TASKS:

- Prepares and reviews annual and quarterly financial and performance reports on federal/state funded programs
- Monitors contracts and oversees compliance reviews of City contractors for financial conditions and adherence to grant regulations and laws
- Maintains complete records of federal funds for departments or programs sponsored by the federal government
- Coordinates complex reconciliation's of various accounts and notifies and ensures corrections recorded
- Maintains an inventory of federal/state funded equipment and property
- Examines financial data submitted by subrecipients and internal departments operating federal/state grants
- Researches and explains federal and state regulations and departmental policies to the general public and trains other individuals in grants, activity analysis and cost allocation methods
- Monitors subrecipients for fiscal compliance
- Coordinates department's payroll/personnel and accounts payable/receivable functions
- Coordinates department's administrative section clerical group and computer support analysts
- Participates and/or reviews the grant disbursement funding and reconciliation to the general ledger
- Prepares and assists in management of department's budget, fiscal analysis and statistical studies
- Conducts surveys and other studies and collects information on operational and administrative problems
- Coordinates auditing and balancing of various financial accounts
- Coordinates financial entries and reviews files, records, ledgers and related documents
- Analyzes results of studies and reports possible solutions
- Prepares manual and other formal statements of improved procedures, methods and systems of operation
- Participates in development of requests for federal grants, reviews contracts and makes necessary reports to federal government and other agencies
- Prepares funding data and program activity information for federal grant program database
- Participates and trains others in the implementation of new procedures
- Acts as department's liaison with various other City departments
- Attends board/committee meetings
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration or a closely related field and three (3) years of responsible experience in grant or contract administration.

Knowledge, Abilities and Skills: Considerable knowledge of business organization and management; considerable knowledge of data analysis, research methods and report presentations; considerable knowledge of personnel management, budget preparation and accounting principles; and considerable knowledge of computer software packages and local area networks. Ability to prepare and present reports; ability to review, analyze, draw conclusions from and present data clearly and concisely; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside

the organization. Applicant must possess Microsoft word, access and excel skills demonstrated at the advance level.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license and a Certified Public Accountant (CPA) certificate preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2588

EEO Code: N-02

Pay Code: AT-36

Group: Fiscal

Series: Financial Management

Effective Date: November 6, 2009