

## LANCASTER COUNTY GRANT COORDINATOR

### NATURE OF WORK

This is professional work in accounting and maintaining federal, state and local grant monies.

Work involves gathering program/project data, forecasting, and completing program budgets and maintaining budget records, grant reporting to ensure progress report time lines are met, and monitoring compliance with grant requirements and all federal funds requirements. Supervision is received from an administrative superior with work reviewed in the form of reports, conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Maintain accurate accounting of grant revenues and expenditures; prepare and/or receive grant reports both financial and narrative as required; prepare for annual audits; recommend and assist in the development of policies relating to grants.

Work closely with granting authorities, departments and agencies receiving grants; monitor and document compliance with grant requirements.

Utilize the County's accounting system to properly account for grant and federal funds activity; maintain necessary records related to grants and federal funds; and account for indirect costs and matching funds.

Set up proper accounting procedures for all grants received; supervise and monitor the County's Grants Fund.

Work closely with the County Budget and Fiscal Officer, the County Treasurer's Office, and the County Clerk's Office to ensure accuracy of accounting.

Assist in preparation of grant applications by supplying data and relevant financial information, as necessary.

Assist the County Board and Fiscal Officer with accounting reports or other activities as requested.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the fundamental principles and practices of grant acquisition and management including direct and indirect cost accounting and matching funds accounting.

Knowledge of governmental accounting procedures.

Knowledge of the Office of Management and Budget (OMB) Compliance Supplement.

Ability to perform in an independent manner under the direction of a superior.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data and to make accurate mathematical calculations.

Ability to communicate effectively both orally and in writing with elected and appointed officials, community representatives, co-workers, and the general public.

Ability to maintain comprehensive records and filing systems.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or accounting plus six months of experience in grant management and accounting or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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