

LANCASTER COUNTY GRANT SPECIALIST

NATURE OF WORK

This is complex work maintaining federal, state and local grant monies within a department.

Work involves maintaining budget records, maintaining revenue and expense account documentation and records, reconciling ledgers, grant reporting to ensure progress report timelines 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 financial grant reports.

Work closely with granting authorities, monitor and document compliance with grant requirements.

Develop, monitor and reconcile budgetary revenue and expense accounts; maintain revenue and expense account documentation and records; and generate periodic budgetary reports and reconcile with expense accounts.

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.

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

Assist with accounting reports or other activities as requested.

Process medical invoices; convert to Medicaid pricing, process for payment and complete appropriate entries; reconcile any discrepancies with provider.

Enter and maintain non-medical reimbursements; coordinate with caseworkers to ensure timely processing of rent payments.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable 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

Associates degree 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.