

LANCASTER COUNTY GRANT COORDINATOR

NATURE OF WORK

This is responsible professional accounting and administrative work coordinating and administering program, grant and resource development for the County Budget and Fiscal Office.

Work involves responsibility for planning and coordinating program, grant and resource development for the County Departments; assisting the Directors in the overall formulation, modification and improvement of program and resource development for the County; seeking and writing grant applications; coordinating and administering County-wide grants; coordinating funding between department and programs. Work also involves independently maintaining a complete set of grant records; collecting and recording detailed records; and preparing and analyzing fiscal reports. An employee in this class exercises considerable independent judgment and initiative within the framework of established County policies, legislative and regulatory requirements. Supervision is received from an administrative superior with work being reviewed for adherence to over-all standards of performance and is subject to periodic review.

EXAMPLES OF WORK PERFORMED

Serves as the County-wide facilitator, writer, reporting agent and coordinator of grant applications in order to maximize Federal and State financial assistance to the County.

Coordinates with the County's lobbyists to enhance the County's chance of receiving Federal assistance for specific grants. Assist the Directors in monitoring state and federal legislation and corresponding funds.

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.

Cooperates with County officials, business, and community leaders in connection with facilitating agreements and negotiations related to program and resource development; coordinates the review and analysis of program development.

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 two years 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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