



Grants Accounting Manager

Job Description

Department: Auditor
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Controller

Summary

Under general guidance and direction of the Controller, provides management and supervision for programs funded by federal, state, and private funds. Oversees the financial administration of federal, state, and private grants. Ensures the County meets grant compliance and reporting requirements. Assists with the budget development process for grants.

Essential Functions

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

1. Ensure compliance with the rules and regulations administered by the grantor; monitor interventions and programs funded by grants; coordinate special audits conducted by grantor.
2. Ensure timely preparation and submission of grant applications and reports.
3. Develop, monitor, and maintain budgets associated with grants; make adjustments, as needed; coordinate budgeted funds; screen and process expenditure requests; calculate overhead rates to be charged to grants.
4. Function as liaison with other departments and divisions on issues regarding grants; coordinate compliance evaluations with internal auditors, as needed.
5. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
6. Identify, evaluate, and resolve personnel concerns.
7. Evaluate performance and conduct performance appraisals.
8. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
9. Assist with evaluating the fiscal administration of grant programs.
10. Monitor, input, review, and approve grant awards in the financial system.
11. Maintain County Federal Awards policies and procedures.
12. Develop, provide, and facilitate federal grants training for all County departments; maintain agreements and relationships with third-party grants training and advisory service providers.

For Office Use Only

Job Code: 2113
Job Title: Grants Accounting Manager
FLSA: Exempt
Effective Date: 8/23/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

13. Initiate payments for Community Development Block Grants (CDBG), TRCC grants to cities, and Opioid Settlement Program.
14. Act as State and Federal grant reporting portal administrator.
15. Verify reports from Program Managers prior to submission; reconcile reports to actual general ledger transactions.
16. Other duties, as assigned.

Knowledge, Skills, and Abilities

- Considerable knowledge of principles, methods, and practices of public finance, fund accounting, and operational budgeting
- Knowledge of internal and external auditing
- Knowledge of computerized accounting and automated financial reporting procedures
- Knowledge of management principles
- Knowledge of grant processes including accounting and financial reporting
- Knowledge of current office practices, procedures, and equipment
- Knowledge of County policies and procedures
- Knowledge of federal, state, and local laws, rules, regulations, codes, and/or statutes relevant to work performed
- Skilled in preparing and submitting clear, concise, and accurate reports
- Skilled in data analysis
- Skilled in planning and managing functions related to government finance
- Skilled in short- and long-range planning
- Skilled in supervisory techniques
- Skilled in using computer hardware and software for word processing, spreadsheets, presentations, databases, and email
- Skilled in applying an acquired knowledge of procedures, rules, regulations and services as appropriate
- Skilled in interpreting complex grant funding requirements, submissions, and budget projections
- Skilled in interpreting federal, state, and local government laws and regulations regarding grant administration
- Ability to manage projects and multiple priorities simultaneously
- Ability to analyze problems, identify alternative solutions, and predict potential consequences of proposed actions
- Ability to plan, organize, manage and evaluate the work of subordinate staff to ensure efficient, timely, and cost-effective services and operations
- Ability to establish and maintain effective working relationships with the public and other County employees
- Ability to communicate effectively verbally and in writing
- Ability to ensure compliance with applicable federal, state, and local laws, rules, and regulations

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- Ability to work effectively under stress
- Ability to maintain confidentiality

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with co-workers and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. The employee can expect to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in business administration, accounting, finance, or a closely related field from an accredited college or university.
2. Four (4) years of professional experience in accounting and/or a closely related fiscal activity.
3. Equivalent combinations of education and experience may also be considered.

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Preferred Education and Experience

- 1. Preference may be given to applicants who possess additional relevant experience.
- 2. Preference may be given to applicants with lead or supervisory experience.
- 3. Preference may be given to applicants who have grants management experience and/or public sector accounting experience at a supervisory level.
- 4. Preference may be given to applicants with a master’s degree in accounting.
- 5. Preference may be given to applicants with a Certified Public Accountant (CPA) credential.

Additional Eligibility Qualifications

- 1. Incumbent must be bondable.
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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