

TITLE: Grants Analyst

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position will administer grant development functions, grant accounting functions, and general grant administration and compliance allowing the County to successfully compete for grant funds in support of plans for current, new or improved programs and services of Fayette County.

MAJOR DUTIES:

Facilitate acquiring alternative funding/grants to support the County's programs.

Provide centralized financial administration and coordination of grant activities, including accurate accounting, financial compliance, and required federal and state compliance.

Plans, organizes, directs and coordinates all aspects of grant-related initiatives including research, acquisition, training and compliance with the terms of the grants and the grant process.

Monitor grant administration and grant accounting compliance with federal and state requirements, as well as any policies and procedures.

Monitor compliance with grant stipulations and program progress through on-site evaluations and reviews of plans and reports.

Creating and producing innovative written materials to stimulate interest on the part of potential funding sources.

Write appropriate policies and procedures for federal, state, and local grant funding and grant agreement for sub-recipients.

Prepare grant related work papers required for the County's annual audit.

Effectively work with and communicate with department directors and administration to understand the department/services/program needs. Understand the various functions of the departments to effectively assist those departments seeking and implementing grants.

Researches grants and funding opportunities for all aspects of county government in conjunction with department directors and staff members.

Makes recommendations for program development, completes required forms, and implements standardized use of pre-defined evaluation tools to monitor outcomes.

Ensure that grant administration and accounting conform to GAAP and GAAS related to grants.

Analyze and process financial data and implementation related to grant projects, including both revenue and expense.

Exercise independent judgment and initiative to perform a variety of detailed grants management functions.

Prepares grant proposals and provides progress reports to administration and agencies ensuring that deadlines and format requirements are met.

Prepares reports for administration to advise of future trends based on demands, economic and demographic changes in the county, legislative actions at both the state and federal level, and other key issues that impact the local budget.

Maintain and organize grant and contract files.

Collects and manages required financial and program documents for agency audit and reimbursement purposes.

Participates in local, state, and federal administrative meetings and attends other job-related functions as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of grant administration and program analysis

Knowledge of state and federal grant compliance requirements

Knowledge of public relations and public administration

Knowledge of computers and job related software programs, such as Microsoft Office Suite

Skill in public and interpersonal relations and maintaining effective and cooperative work relationships with potential funding sources and Fayette County staff.

Skill in researching and preparing reports

Skill in effective oral and written communication.

Skill in prioritizing and multi-tasking.

**SUPERVISORY CONTROLS:** The Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks for compliance with procedures and the nature and the propriety of the final results.

**GUIDELINES:** Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, Generally Accepted Audit Standards, Government Finance Officers Association recommendations, accounting and auditing standards, state laws and regulations, and federal laws and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of administration and financial tracking of grant processes and records, as well as compliance with federal and state regulations. The work administered and managed in this position is complex.

**SCOPE AND EFFECT:** The purpose of this position is to manage the grant administration and account process and to successfully compete for grant funds in support of plans for current, new or improved programs and services of Fayette County.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, department heads and administration, elected and appointed officials, vendors, outside agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has no direct supervision.

**SPECIAL CERTIFICATIONS AND LICENSES:**

**ADA COMPLIANCE:**

**HIPAA COMPLIANCE:**

**DRUG AND ALCOHOL COMPLIANCE:**

**MINIMUM QUALIFICATIONS:**

BS/BA 4-year degree in business related field – Accounting, Finance, Business Administration, Public Administration, or similar as approved by the department.

Also, including two years of professional administrative experience in grant administration, financial project management/program analysis, grant accounting, creating and producing innovative and written materials to stimulate interest on the part of potential funding sources, public administration and public relations experience.

Knowledge of GAAP or GAAS relating to grants.