

Grant Accountant

GENERAL STATEMENT OF DUTIES: Under general supervision, performs work of considerable complexity in grant, capital project and general accounting and reporting involving multiple city departments; performs work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work in the monitoring of and financial reporting for grants, loans and capital projects and maintaining the City's accounting systems related to such work. The employee reports directly to the Budget Director. The work requires the exercise of independent judgment and is performed with almost complete independence. Work is reviewed by the Budget Director through reports, conferences and results achieved.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

ESSENTIAL: Directly consults with all stakeholders as it relates to financial administration of grants and the budgeting of such grants, including interpretation of federal requirements pertaining to allowable and un-allowable costs based on the guidelines provided by the agency and contained in the grant stipulations; determines grant specific indirect costs monthly; develops and maintains procedures and processes for accurate and timely financial reporting and monitoring of local, state and federal grants; prepares quarterly reports as required by grant stipulations; prepares City Council documents and project schedules for City Council approval; coordinates the A-133 Audit work papers as they relate to specific awards and preparation of the CAFR; prepares, reviews, or directs accounting entries (transactions and journals) related to grants; attends professional development training and stays abreast of the Office of Management and Budget Circulars and their applicability to grants management related to A-133 audit; maintains and updates the financial database and multiple reports as they pertain to grants; provides on-going grant training to City staff; assists in the preparation of the City's long-range financial projections for capital projects related to grants; completes special analytical assignments; follows City-wide policies and practices; seeks new or additional on-the-job training opportunities to obtain mastery over tasks, expand personal knowledge and add value to the work group;

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL: Considerable knowledge of spreadsheet software, including knowledge of pivot tables, complex formulas, charts, graphs, and maintaining data integrity; considerable knowledge of word processing software, including formatting, creating table of contents and data links; knowledge of public budgeting and accounting principles; knowledge of general laws and administrative policies governing municipal finance practices and procedures; knowledge of generally accepted accounting principles and governmental accounting principles; excellent verbal, written and interpersonal communication skills; strong organizational skills to prioritize a heavy workload under the pressure of competing assignments; ability to independently research, analyze, evaluate and solve complex analytical problems; ability to establish and maintain effective working relationships with employees, the City Council, the general public and local, state and federal agencies; ability to communicate clearly, both orally and in writing; ability to provide consistent, timely and high quality work that has been self-reviewed for accuracy and completed in its entirety; demonstrated ability to work effectively as a member of a team; ability to follow a management philosophy that is input oriented and values problem solving and the development of partnerships; a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from an accredited college or university with major coursework in accounting, finance or related field; progressively responsible experience in budgeting, accounting and project management; possession of a CPA certification is preferred; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

SPECIAL REQUIREMENTS: Some travel outside of the City is required. The employee must possess or have the ability to obtain and maintain a valid Iowa Driver's License and automobile insurance coverage consistent with the City's insurance requirements.