Position Title: Grants Administrator

Date: December 2013

Reports to: County Auditor

Department: Auditor

FLSA Status: Non-exempt

Positions Supervised: none

BASIC FUNCTIONS: Functions independently under the general direction of the County Auditor and Chief Deputy Auditor to ensure proper accounting, full compliance, and maximum utilization of Federal, State, and other grants in San Juan County, in compliance with Federal regulations, State laws, and generally accepted accounting principles. Duties include grant accounting; grant reimbursement review; grant reporting; grant budgeting; assisting departments in applying for, managing, and complying with requirements of grants; and preparing the County’s annual Federal Indirect Cost Reimbursement Plan.

MINIMUM QUALIFICATIONS: Bachelor’s degree in Accounting, Finance, Business or related field, and three to five years progressively responsible experience in grant administration and/or reporting. Familiarity with Federal grant requirements and reporting is essential. Ability to perform complex accounting functions and to create and understand financial statements is required. Familiarity with government fund account and project coding is desirable. Strong working knowledge of Microsoft Word and Excel is required; familiarity with Microsoft PowerPoint is desirable. Working knowledge of personal computer file systems and networks, and the ability to organize complex workloads and meet mandatory deadlines is required. Must be able to communicate effectively with County Council, County Manager, Elected Officials, Department Heads and staff/employees.

PRINCIPAL DUTIES (Asterisk designates essential function)

1. *Maintain accounting records for approximately 65 grants County-wide. Includes:
   a. Prepare monthly Grant Report Summaries by department.
   c. Follow up with grant recipient departments on discrepancies and irregularities to ensure corrective action is taken as needed. Prepare journal entries to correct account coding errors.
   d. Track and transfer grants fringe adjustments between Grant Fund and County Current on a quarterly basis.
   e. Review grant reimbursement requests prior to submittal to granting agencies.
   f. Prepare annual report of grant activity for State and Federal authorities.
   g. Review, record and reconcile and update departmental grant budgets.
   h. Report on grant activity to Council, consistent with County Grant Policy.

2. *Provide assistance to department in grant applications and reporting. Includes:
   a. Assist with grant applications.
   b. Review grant contracts and correspondence with granting agencies.
   c. Provide technical assistance, direction and training to grant managers.

3. *Ensure grant compliance for San Juan County. Must be completely familiar with OMB Circular A-133, as well as other Federal and State legislation regarding grants. Includes auditing and
advising department grant managers as necessary. Monitor payroll recordkeeping on federal
grants.

4. *Assist department heads and grant managers in preparing grant budgets, both for grant
applications and reporting and for the annual budget cycle.
5. *Prepare the federal indirect cost rate plan for the County annually.
6. Teach grant managers to use project accounting module in the County’s financial management
system.
7. Acting within the scope of his or her responsibilities, work as a public employee with courtesy and
professionalism, adhering to the highest standard of ethics in accordance with RCW 42.52.
8. Assist with other accounting responsibilities as needed.

KNOWLEDGE AND SKILLS

Knowledge of:
- Grant accounting practices, particularly Federal OMB Circular A-133.
- Accounting concepts, including generally accepted accounting principles
- Government accounting practice, include GASB standards
- Financial management software (but not necessarily the system in use in San Juan County)

Ability to:
- Demonstrate a high level of competency in general math and algebra
- Use standard office software packages, including Microsoft Word and Excel
- Easily learn proprietary financial software programs
- Write succinctly and effectively, including preparation of grant applications
- Complete work assignments efficiently, accurately and within established time frames, working
independently and cooperatively
- Listen to and communicate effectively with County management and staff with varying
professional backgrounds, being able to communicate complex information in layman’s terms;
both verbal and written communication skills required
- Establish and maintain effective working relationships with management, other county
agencies and departments, and the general public

PHYSICAL AND MENTAL REQUIREMENTS: Extended periods of sitting while using a computer.
Requires continuous hand and finger movement, including use of keyboard, 10-key, and mouse.
Requires ability to calculate basic and complex math problems. Frequent walking to/from various
departments and other County buildings. Must be able to lift up to 10 pounds. Must be able to meet
and deal with the public, County employees, and other governmental and private entities in a
professional and courteous manner. Must be able to receive and understand written and oral
communication and give written and oral instruction. Requires visual acuity at 20 inches or less.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>up to 8</td>
<td>Daily: x</td>
</tr>
<tr>
<td>Calculator</td>
<td>1</td>
<td>Weekly: x</td>
</tr>
<tr>
<td>Copy machine/Printers</td>
<td>1.5</td>
<td>Monthly: x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>up to 1</td>
<td></td>
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</tbody>
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WORKING CONDITIONS: Work is performed in an office environment. Works under the stress of
fixed County, State and Federal deadlines while meeting department/public demand for services
and/or information. Occasional local and out-of-County travel for training or meetings.