



Job Description

TITLE:	Grant Accountant	JOB CODE:	3315
DEPARTMENT:	Finance	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	08/31/2020

Summary: Under general supervision, performs the necessary accounting functions for grants awarded by various State, Federal and Public entities; ensures that accounting and financial records are in compliance with the reporting requirements of the funding agency; coordinates activities with a variety of County departments.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares progress and pay request for grants making sure it complies with the requirement of the funding agency.
- Develops and maintains databases and systems for recording and tracking of individual grants.
- Monitors and coordinates the administration of grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Investigates and resolves administrative problems and budget changes that occur during the grant period; adjusts records accordingly and ensures the accuracy of reports.
- Reviews expended and available grant balances; reconciles balances with the County budget.
- Works closely and attends meetings with other County departments and agencies; facilitates the understanding of grant requirements; compiles financial data for the required grant reporting.
- Prepares the Federal Award Schedule for the auditors at the end of the fiscal year.
- Attends County Commission meetings as required; makes presentations to the County Commission to support the approval grant agreements and other items pertaining to grants.
- Trains other accounting staff in grant reporting and compliance requirements.
- Prepares new signature cards for bank accounts when needed.
- Manages the Acuprint software and assists with other software implementations.
- Prepares journal entries necessary in reporting of grants correctly.
- Assists with accounts payable when needed.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of grant funding policies and procedures and applicable Federal, State and County regulations.
- Knowledge of Generally Accepted Accounting Principles and the OMB Circular 133.
- Knowledge of principles and procedures related to budgeting and grant management.
- Skill in collecting and analyzing information and preparing clear, concise and accurate reports.
- Skill in operating a personal computer and software applications including MS Word, Excel and Access.

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- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Associate’s Degree and two (2) years of accounting experience. Governmental accounting experience preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____