



POSITION DESCRIPTION

Title: Staff Accountant - Grants

Department: Finance & Accounting

Job Analysis: September 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Clerk Treasurer/Chief Compliance Officer/Accounting Manager

Subordinates: None

Internal Contacts: County Commission Staff, County Employees

External Contacts: Local, State, and Federal Agencies, Vendors, General Public

Status: Classified/Exempt (S313)

Job Summary

Responsible for general accounting functions and for assisting Baldwin County Commission Departments with the soliciting, monitoring, directing, and/or managing grants. This position provides administration and accounting support for the Financial and Accounting Department.

Job Domains

A. Grants Management

1. Prepares and submits applications to secure grants.
2. Prepares all accounting and compliance reports as required.
3. Actively pursues new grants.
4. Maintains complete and accurate files relating to grants actively managed as Grants Coordinator.
5. Prepares and maintains a list of all County grants.
6. Works with auditors and program compliance staff to ensure that all Baldwin County grants are in full compliance.

B. Accounting and Financial

1. Prepare and/or supply data for state and federal grant reports or reimbursement requests.

2. Assign proper account codes to revenues and expenditures by fund and line item.
3. Verify that County accounting records are correct and balanced monthly.
4. Assist in maintaining Accounts Receivable systems, including the collection process.
5. Assist with preparation of the year-end audit process.
6. Assist Clerk/Treasurer and senior level staff with financial tasks.
7. Other duties as assigned.

C. Reports/Records Management

1. Maintain various reports as needed.
2. Post and maintain various databases used for reports.
3. Responsible for the integrity of data and the confidentiality of information.
4. Maintain all financial files in an organized and timely manner.

D. Miscellaneous

1. Fills in for staff members when necessary.
2. Types and/or prepares correspondence, resolutions, agenda items and various documents as requested.
3. Perform filing tasks.
4. Assists and/or makes referrals to general public, various agencies and County employees.
5. Enter data and operate computers, copiers, scanner, and printer when necessary.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Graduate of an accredited college or university with a Bachelor's degree with a major in accounting, finance, or closely related field. Prefer grant solicitation and management experience with a strong background in accounting.
2. Ability to communicate effectively.
3. Skilled in the use of computers and software related to job (word processing, spreadsheets).
4. Ability to prepare grant applications, reports, and correspondence.
5. Ability to analyze complex grant applications, problems, and data, and use sound judgment in preparing a winning application.
6. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
7. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely, and legibly.

Other Characteristics

1. Willing to work nonstandard hours, as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Bachelor's degree with a major in accounting, finance, planning, or closely related field.
2. Minimum of three (3) years progressive accounting experience.
3. Ability to interpret State and Federal regulations.
4. Background in grant solicitation and management, preferred.
5. Proficiency in uses of accounting software like Microsoft Excel.
6. Possess a valid Alabama driver's license.