



Part Time Financial Analyst Finance

FIN/11-213P

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

1. Provide centralized financial administration and coordination of grant activities, including accurate accounting, financial compliance, and required federal and state compliance.
2. 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.
3. Monitor grant administration and grant accounting compliance with federal and state requirements, as well as any policies and procedures.
4. Monitor compliance with grant stipulations and program progress through on-site evaluations and reviews of plans and reports.
5. Write appropriate policies and procedures for federal, state, and local grant funding and grant agreement for sub-recipients.
6. Prepare grant related work papers required for the County's annual audit.
7. 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.
8. Makes recommendations for program development, completes required forms, and implements standardized use of pre-defined evaluation tools to monitor outcomes.
9. Ensure that grant administration and accounting conform to GAAP and GAAS related to grants.
10. Analyze and process financial data and implementation related to grant projects, including both revenue and expense.
11. Exercise independent judgment and initiative to perform a variety of detailed grants management functions.
12. Prepare and provide progress reports to administration and agencies ensuring that deadlines and format requirements are met.
13. 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.
14. Maintain and organize grant and contract files.
15. Collects and manages required financial and program documents for agency audit and reimbursement purposes.
16. Participates in local, state, and federal administrative meetings and attends other job-related functions as assigned.
17. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of grant administration and program analysis.
2. Knowledge of state and federal grant compliance requirements.
3. Knowledge of public relations and public administration.
4. Knowledge of computers and job-related software programs, including Microsoft Office Suite, specifically Excel.
5. Skill in public and interpersonal relations and maintaining effective and cooperative work relationships with potential funding sources and Fayette County staff.
6. Skill in researching and preparing reports.
7. Skill in effective oral and written communication.
8. 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 completed work for compliance with procedures and the nature and 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 and federal laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- 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.

CONTACTS

- Contacts are typically with co-workers, department heads and administration, elected and appointed officials, vendors, outside agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the

influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of a four-year degree in a course of study related to the occupational field such as Accounting, Finance, Business Administration, Public Administration or a course of study approved by the department.
- 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.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.