Grants & Contracts Specialist

Bargaining Unit: Non Represented

SALARY RANGE

$4,820.40 - $6,748.56 Monthly
$57,844.80 - $80,982.72 Annually

JOB SUMMARY:
This position performs advisory, complex technical administrative work and provides financial oversight in regarding county wide departmental federal, state and local grant/contract budgets, billings and activities. Provides annual oversight to over 150 federal, state and local grants totally over $25 million. The position allocated to this class works is responsible for budget and financial oversight and reporting pertaining to the specialized field of governmental grants and contracts under the direction of the Grants Administrator. Work involves complex budgeting and financial accounting and reporting functions in accordance with Federal, State and local regulatory requirements. Work is performed with considerable independence.

EXAMPLES OF DUTIES:

- Directs and participates in the establishment and maintenance of comprehensive fiscal processes, procedures and controls for fulfillment of, and compliance with grant requirements.
- Serves as the primary point of contact with the funding agencies and liaison between the funding agency and department or office performing work under the award for all budgetary and contractual matters.
- Reviews and assists with the development and establishment of grant and Federal/State contract budgets and modifications thereto to ensure recovery of indirect and direct costs and compliance with award terms and conditions.
- Monitors budgets, fiscal reports and invoices to ensure grant audit compliance, adherence to county, state and federal regulations, allowable costs, adequate budgetary constraints/controls maintenance, timely report submission and compliance with generally accepted accounting practices and procedures.
- Reviews all grant close-out packages for compliance with reporting requirements and ensures all financial reports have appropriate supporting documentation and tie out to the financial system.
- Prepares required grant-related financial reports in accordance with established internal and external deadlines, including but not limited to the Schedule of Financial Assistance, Schedule 16s, Tangible Personal Property Reports (SF-429).
- Develops and maintains system and associated policies and procedures such as Grant Accountability Worksheets to ensure ongoing and effective compilation of data and information for annual report preparation.
Supervises and coordinates activities of a designated unit; determines work procedures, prepares work schedules and determines methods for expediting workflow; may assign, review and approve the work of subordinate staff.

Analyzes and makes recommendations regarding financial compliance issues, violations of contract provisions and policies and procedures.

Finalizes and submits all documentation to the funding agency, including applications, certifications and assurances, programmatic and fiscal reports, awards and amendments, and close-out packages.

Conducts orientation meetings with departments and offices who are award beneficiaries and coordinates overall management and compliance with terms and conditions throughout the life of the award.

Provides technical assistance, as needed, to departments and offices preparing applications for funding.

Provides financial information to State Auditors, Federal Auditors, Federal Agency and State Agency Fiscal Representatives and others as requested and provides technical assistance to the resolution of pre- or post-award grant issues.

Reviews and approves budget change requests to ensure budget matches approved award budget.

Monitors expenditures for compliance.

Coordinates the development of sub-recipient contracts and ensures fully executed contracts are in place.

Provides training and technical assistance to sub-recipients to ensure compliance with all terms and conditions, regulations and applicable circulars.

Monitors sub-recipient performance and compliance and develops corrective action plans, as necessary.

Assists in the creation of the monitoring tool(s) which reflect and capture contract, performance, and financial compliance.

Works in collaboration with the Grants Administrator, Spokane County staff, and community members to address non-compliance issues and conflicts, and proposes solutions to address compliance issues.

Assists in the administration of the BOCC Outside Agency Grant program, including the creation of sub-recipient agreements and monitoring of the grant awards.

Serves as an administrator of the grant tracking software, including providing training and assistance to Spokane County staff.

Ensures effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.

Represents the Grants Administrator at hearings or meetings as needed.

Performs other related duties as required/assigned.

MINIMUM REQUIREMENTS:

- Bachelor’s degree from an accredited college or university in Accounting, Business Administration, Public Administration, or related field.
- Two (2) years of progressively responsible professional experience in governmental accounting, grant/contract management, auditing, budgeting or closely related field
- Most training and education regarding grants management, contracts administration and monitoring experience is obtained in the industry and not in formal University study. The following types of experience are preferred:
- Governmental Fund Accounting, GAGAS and GASB
• Financial Reporting, GAAP and Grant Reporting Requirements
• Budgeting, Job Costing, relative to grants, contracts and cooperative agreements
• Single Audit Act A-133, OMB Circulars Administrative and Cost Principles
• Fraud, Waste & Abuse Training and Ethics Law
• Sub-recipient, Subcontractor, and Pass Through requirements
• BARS Accounting System Training

SELECTION FACTORS:

• Knowledge of CFRs, OMB A-133 and A-87, and other circulars related to administrative and cost principles for local governments and nonprofit organizations.
• Knowledge of procurement regulations and requirements pertaining to grants and use of federal and state laws.
• Knowledge of federal and state grant funding agencies, regulations and requirements related to management and compliance expectations.
• Knowledge of General Accepted Governmental Auditing Standards (GAGAS) and financial reporting requirements for grant funds and federal entitlement programs.
• Knowledge of the Generally Accepted Accounting Principles (GAAP) and GASB’s related to revenue and expense reporting.
• Knowledge of the Single Audit Act A-133, CFRs, and the OMB Circulars related to Administrative and Cost Principles for Local Governments and Non-Profits is mandatory.
• Knowledge of the federal and state funding cycles and processes pertaining to funding uses timelines and availability.
• Knowledge of RCW’s and WAC’s – Laws of the State of Washington.
• Knowledge of Federal Procurement Regulations.
• Knowledge of computerized accounting applications as required by the position.
• Knowledge of principles of supervision, training, and performance evaluation as required by the position.
• Skilled in the use of computer and programs related to the job.
• Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
• Skilled in establishing and maintaining effective intra- and interdepartmental working relationships with elected officials, department heads and employees.
• Ability to develop, implement and maintain controls for grants and contracts.
• Ability to research laws, regulations, federal, state and local guidelines, and internet information related to grant opportunities and cycles.
• Ability to read, comprehend and apply County accounting procedures and BARS regulations.
• Ability to analyze and interpret fiscal and accounting records.
• Ability to supervise, train and evaluate personnel as required by the position.
• Ability to work a flexible schedule, which may include evenings and weekends to meet funder deadlines.
BEHAVIORAL STANDARDS:
All County employees are responsible for contributing to a safe and positive work environment, actively demonstrating the County values in their daily work and interactions:

- **Respect:** Appreciating and valuing customers, other County employees and County leadership by showing courtesy, friendliness and fairness. Communicating in a productive and professional manner.
- **Accountability:** Honoring and delivering on commitments by taking responsibility for personal actions and results; being a responsible steward of public resources and the trust County residents have placed in each of us.
- **Integrity:** Modelling transparent and ethical behavior and demonstrating it with honest and trustworthy behaviors and actions; leading by example and performing work to the highest standards.
- **Innovation:** Striving for excellence by actively pursuing opportunities for new and improved methods, procedures or technologies; fostering an environment of engagement and empowerment and embracing continuous improvement.

ESTABLISHED / REVISED DATES:
DATE ESTABLISHED: 02/21/10 (Rev: 4/21/10; 7/23/10; 8/20/10); 9/16/21 due to comp study