



GRANT COMPLIANCE ANALYST

Department: Multiple
Job Class #: 679700
Pay Range: Professional 07 (salaried)

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional grant compliance work performed for Pierce County. An employee in this classification is responsible for verifying accounting records and controls; preparing written reports of findings and conclusions; performing detailed work conscientiously and accurately; communicating audit findings pertaining to the specialized field of governmental grants and contracts; and assisting with division budget planning. Work involves complex compliance, budgeting and accounting functions in accordance with federal, state and local regulatory requirements.

ESSENTIAL FUNCTIONS:

- Direct and participate in the establishment and maintenance of comprehensive fiscal processes, procedures and controls for fulfillment of, and compliance with, grant requirements; verify compliance on a variety of financial documents for completeness, accuracy, and conformance with uniform accounting requirements and with program regulations, goals, and objectives.
- Research subcontractors and design compliance visit to ensure compliance.
- Coordinate fiscal compliance visits with Contract and Monitoring personnel to minimize disruption to subcontractor's business.
- Perform external compliance reviews and communicate regarding subcontractor compliance, follow-up on audit findings.
- Assists with developing and maintaining accounting controls, policies and procedures; reviews, analyzes and evaluates existing policies and procedures to develop improvements in efficiency, effectiveness and productivity.
- Participate in the planning and development of annual County, State, and various grant budgets.
- Monitor budgets and related fiscal reports to ensure grant 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.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Prepare finding reports, corrective actions, and other records in accordance with federal, state, and local regulations.
- Identify areas of non-compliance and recommend remedial action.
- Reconcile reports and financial statements and identify need for adjustment.
- Develop and/or interpret fiscal contractual language; make recommendations for acceptance of contractual terms and conditions.
- Develop and oversee comprehensive fiscal procedures and controls to ensure compliance with applicable requirements.
- Direct the development and modification of the accounting system to improve procedures and overall efficiency.
- Review state contracts, subcontracts, and agreements; review and approve subcontractor budgets for adherence to applicable requirements.
- Represent the division at meetings.
- May supervise and coordinate activities of a designated unit; determine work procedures, prepare work

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schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of an administrative supervisor with considerable latitude for independent judgment and action. Work is reviewed periodically for compliance with governing laws, regulations and policy, adequacy of professional judgment, and fulfillment of established goals and objectives. This position may have full supervisory authority for administrative support and technical employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Grant Auditor 2 typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Relevant policies, regulations, methods and procedures with regard to grant budgeting, accounting and management including knowledge of grant accounting principles, theories, concepts and terms.
- Washington State Budgeting, Accounting, and Reporting System (BARS).
- Supervisory principles, practices and office administration.

Ability to:

- Conceptualize and implement specialized accounting methods, forms and procedures.
- Recognize accounting irregularities.
- Analyze complex operations and to make sound policy and procedural recommendations as to their solution.
- Analyze and interpret findings and prepare comprehensive reports.
- Design audits to detect non-compliance.
- Plan, supervise, direct, train, coordinate and evaluate the work of others.
- Acquire knowledge of specialized fiscal procedures and subject matter encountered in specific assignments.
- Maintain cooperative and effective working relationships with people of diverse backgrounds,

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departments, outside agencies and the general public.

- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in accounting, business or public administration, or related discipline applicable to the duties of the position and two or more years of experience in governmental accounting, compliance, budgeting or closely related field is required. Additional education and/or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.