



CLASSIFICATION NO. 076

Established: 6/16

Revised: 4/19, 7/21

FLSA: Exempt

EEO: 2

GRANTS MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, manage, and direct financial assistance and grants management and support personnel; to plan, organize and supervise these functions; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Finance, through its Finance Division, provides financial administration of the County's governmental operations. Areas of responsibility include budgeting, payroll, general accounting including accounts payable and receivable, financial assistance and grants management, debt management, cost allocation, financial reporting, coordination of the annual financial audit, and procurement. The Facilities Management Division is also part of the Department of Finance and provides services to County departments.

The Grants Manager is responsible for ensuring the County complies with all federal, state, and local financial assistance and grant regulations. The incumbent develops, implements, and monitors the County's related policies and procedures and is responsible for the coordination of and oversight of the County's annual Single Audit. The Grants Manager advises the County on financial assistance and grant issues, monitors related budgets, revenues, expenditures, fund balance and related financial activity to ensure allocations be accurate, revenues and expenses are recorded correctly and are within budget limits and all fiscal practices are followed for grant funds. The Grants Manager is also responsible for overseeing the County's sub-recipient monitoring program.

The Grants Manager differs from the Controller, which oversees the County's general ledger, accounts payable, accounts receivable and other financial accounting and reporting functions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises and manages financial assistance and grant accounting, and related financial reporting activities; works with awarding agencies and County departments to ensure all legal and statutory requirements of the awards/contracts are addressed; reviews financial assistance applications and award documents for technical compliance.
2. Hires and supervises professional accounting staff to provide high-quality service to Federal and non-Federal awarding agencies and County staff in support of established goals, objectives and service expectations; plans, directs, monitors and evaluates the performance of staff; establishes performance requirements and professional development targets and provides coaching for performance improvement; provides employee

recognition; recommends and administers progressive discipline; develops and facilitates staff training and development programs; promotes cooperative team efforts among staff with other County departments.

3. Develops, implements and evaluates policies, procedures, accounting and financial information systems in accordance with the County's core values, as well as federal, state, and private grant regulations; establishes financial controls and systems for new grants/programs.
4. Interprets and applies laws, rules, regulations and fiscal policies and procedures to assigned work function; monitors, coordinates, and makes adjustments to the financial system.
5. Certifies and ensures compliance on all Federal financial assistance reports and draws; certifies non-Federal financial assistance reports and draws for some departments.
6. Monitors awarded funds, resolves accounting and reporting issues as necessary; identifies issues, concerns and works to collaboratively solves them with the Controller.
7. Serves as the primary liaison with federal funding and regulatory agencies, state agencies and private agencies regarding financial assistance matters; participates in local grant advisory committee; represents the County on various committees and working groups.
8. Provides professional assistance and training to departments in grant management areas; participates in professional organizations, memberships and attends training to remain current with knowledge and professional standards.
9. Responsible for the coordination of the Single Audit, grant monitoring visits, or other regulatory inspection, which includes the annual Audit of Federal Awards required under Office of Management & Budget (OMB) and the preparation of the SEFA (Schedule of Expenditures of Federal Awards); analyzes data and prepares or oversees the development of detailed financial reports and year-end schedules.
10. Responsible for annual budget preparation and development for the needs of the team; presents the annual budget plan for approval to the Department Director.
11. Assists the Deputy Director with the development and implementation of a , financial assistance management software system; trains staff as technical experts in the systems; trains department staff as users of the system.
12. Maintains the County's mandatory registrations with SAM, Grants.gov, Duns & Bradstreet, and other various required Federal systems for obtaining and retaining Federal funding.
13. Attends financial monitoring site visits and certifies site visit letters; works with County Departments to update the status of monitoring and address any concerns from ongoing monitoring.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Generally accepted accounting principles; professional standards established by the Financial Accounting Standards Board and the Government Accounting

Standards Board; the Uniform Grant Guidance, the Code of Federal Regulations (as it applies to grants), working knowledge of Federal procurement regulations, principles and practices of public administration, including personnel management; participative management theories; Federal, State and local statutes, rules and regulations applicable to government accounting and finance; State of Oregon budget laws; accounting procedures and controls; financial analysis techniques and financial reporting.

Skill to: Communicate effectively, both orally and in writing; research and analyze complex accounting and financial data; prepare clear and concise financial reports; review and interpret all legal regulations and provide recommendations; maintain ledgers and journals; interpret, explain, evaluate and recommend accounting and financial policies and procedures; hire, train, evaluate, and supervises staff personnel; advise other accounting staff as needed; use computerized financial information and reporting systems and databases; incorporate team participation and implement change; respond to County upper level management, staff and citizen requests and maintain effective working relationships at all levels.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check, which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.