

CLASS TITLE: GRANTS FISCAL COMPLIANCE ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible administrative accounting work, including financial statistic, report, review and investigative assistance for federal/state funded programs and other related assigned duties.

ESSENTIAL TASKS:

- Participates in the preparation of annual and quarterly financial and performance reports for federal/state funded programs
- Monitors fiscal compliance of federal/state funded contracts in accordance with laws and regulations
- Reviews claims for eligibility under state, local and federal regulations
- Prepares the calculation of grant disbursements requests, funding and reconciliation of federal agencies disbursement systems to the City's general ledger
- Monitors federal/state grant programs for fiscal compliance
- Assists in the supervision and participates in the maintenance of federal grant systems
- Participates in research, reviews and analyses to investigate and resolve monitoring issues
- Participates in the preparation of financial statistics and managerial statements, schedules and worksheets
- Maintains an inventory of federal/state funded equipment and property
- Drafts professional correspondence to communicate with subrecipients monitoring issues
- Assists in the development and maintenance of templates for standard communications with subrecipients
- Prepares and maintains various financial reports for management
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting or business administration; and one (1) year of responsible accounting experience in financial/contract administration and budget preparation/monitoring for grant funded programs; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal, state and local regulations on grant funded programs; good knowledge of business and contractual law. Ability to assist in the preparation of financial reports; ability to analyze problems and make recommendations; ability to communicate and present ideas both verbally and in writing; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Applicant must possess Microsoft word, access and excel skills demonstrated at an intermediate level.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, climbing and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6511

EEO Code: N-02

Pay Code: AT-28

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Group: Fiscal

Series: Financial Management

Effective Date: November 6, 2009