



CLASS SPECIFICATION

Class Code: APGS
Date Est: 08/2019
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

ACCOUNTANT, PAYROLL AND GRANTS SPECIALIST

DEFINITION

Under supervision, performs government accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the Districts fiscal and accounting records; performs routine technical duties to generate payroll for District employees; plans, organizes and implements grant programs for District programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Accounting, or a closely related field and one year of full-time professional accounting experience to include payroll and grant management; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain a variety of ledgers and journals by analyzing and balancing accounts, reviewing balance sheets, revenue and expenditure/expense ledgers, and financial statements for unusual fluctuations, and resolving discrepancies.

Prepare annual and interim financial statements and reports as required.

Analyze and reconcile accounts and prepare appropriate journal entries, balancing with cash/bank accounts.

Assist with the analysis and approval of fund transfers and ensure that they meet program and legal requirements.

Assist by gathering funds or accounts information for the preparation and control of the District budget.

Maintain and compile a variety of files and records related to District/grant/program activities; prepare financial, statistical and operational reports for compliance with District, County, and State requirements and regulations.

Reconcile and analyze grants and record related receivables and deferrals.

Research and maintain information on available federal, state, local and private grant funding sources.

Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations to better achieve department/program goals and objectives.

Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies; prepare and review grant closeout materials.

Ensure compliance with conditions of grants by assisting with the coordination of agreements, contracts, expenses, activities and federal and state regulations.

Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.

Process bi-weekly District payroll.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Audit payroll data entry for completeness and accuracy to include testing of payroll results.

Read and understand basic association agreements, codes, laws, and regulations related to payroll to ensure compliance.

Prepare and complete external filings of payroll data to regulatory and other entities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Governmental accounting and budgeting policies and procedures.

Departmental/divisional policies, procedures and operations.

District budget, accounting and finance practices and procedures.

District bargaining contracts and impact on payroll and accounting processes.

Federal, state, and County regulations pertaining to District payroll, grants and contract administration, business administration principles and practices, and research and budgeting practices and programs; including special FLSA rules for public safety.

Grant development and administration techniques.

District payroll processing and reconciliation procedures.

Computer software specific to the assigned responsibilities and duties.

Ability to:

Prepare statements and reports for a variety of sources.

Prepare grant budgets and monitor expenditures.

Coordinate multiple grant programs and project activities in various stages of implementation and coordinate activities with other entities.

Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.

Analyze, develop, and modify financial recordkeeping procedures.

Interpret and apply a variety of codes, ordinances and labor contracts required through the course of daily work.

Accurately process payroll activities in a timely manner.

Coordinate and participate in the development and preparation of grant applications and grant compliance reports.

Administer program budget and monitor budget accounts.

Payroll maintenance and testing in an association/union environment.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.

Principles of account classification.

Principles of public administration.

Budget development and control.

General principles and practices of providing grant funded services at the governmental level.

Processes and procedures for implementing and administering various federal, state and private grants.

Principles and practices for preparing grant applications and administering grant programs.

Research techniques, data collection, analysis, and report preparation.

Computerized payroll software in a complex payroll environment.

Ability to:

Analyze, organize and compile information and prepare clear, concise, and accurate written, oral reports and technical documents.

Interpret and apply regulations, policies, and procedures.

Prepare a variety of financial reports and statements.

Monitor, update, and reconcile payroll, fiscal and financial records.

Maintain accurate records (including accounts maintenance).

Read and comprehend technical research materials and federal/state regulations pertaining to grants.

Complete complex mathematical calculations quickly including creating and using Excel models.

Handle multiple priorities, tasks and work under strict time deadlines.

Operate a computer and other office equipment.

Communicate with customers, internal and external, in a clear, concise and effective manner.

Establish and maintain effective working relationships with the public, staff, volunteers and representatives of outside agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.