CITY OF OMAHA
CLASS SPECIFICATION

CLASSIFICATION TITLE: GRANT ACCOUNTANT

BARGAINING UNIT: CIV MANAGEMENT   CODE NUMBER: 0395
PAY RANGE CODE: 14.2 MC   REVISION DATE: 2/28/19

NATURE OF WORK:
This is professional grant accounting work in the analysis and audit of financial records. Employees in this classification are responsible for budget and accounting work pertaining to the specialized field of government grants and contracts. Work involves complex budgeting and accounting functions in accordance with federal and state regulatory requirements. This classification involves working with relative independence, referring new or complex issues to a superior.

ESSENTIAL FUNCTIONS: (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Directs and participates in the establishment and maintenance of comprehensive fiscal processes, procedures, and controls for fulfillment of, and compliance with, grant requirements; audits a variety of financial documents for completeness, accuracy, and conformance with uniform accounting requirements and with program regulations, goals, and objectives.

Creates and monitors grant program budgets and related fiscal reports by project, task, and award to ensure grant audit compliance, adherence to federal and state regulations, allowable costs, adequate budgetary constraints/controls maintenance, timely report submission, and compliance with generally accepted accounting practices and procedures.

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

Evaluates program and department expenditures and compares to budget on a quarterly basis to assure statutory compliance.

Prepares, maintains, and files financial reports, statements, letters of credit, vouchers, and other records on a quarterly basis in accordance with federal and state regulations; conducts fiscal assessments and prepares written findings as required.

Reconciles reports and financial statements; forecasts and monitors expenditure rates, and identifies need for adjustment.
Processes appropriation and expenditure transfers; identifies areas of non-compliance and recommends remedial action.

Accesses and requests federal reimbursements.

Prepares and provides status of accounts, both actual and projected, along with analysis and recommendations relative to activity costs and revenues.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) issued by the U.S. Office of Management and Budget.

Knowledge of accounting and auditing principles and practices.

Knowledge of modern office systems, practices, and procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to prepare accounting reports and statements.

Ability to analyze and evaluate accounting and auditing issues and to develop accurate and complete statements, reports, and recommendations.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit from 76 to 100% of the time; to stand or type from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.
EDUCATION AND EXPERIENCE: (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor’s degree in Accounting

OR

An equivalent combination of education and experience.

Experience related to grants accounting or grants administration preferred.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer  Calculator  Copier
Telephone  Typewriter  Facsimile Machine
Printer

Previous Revision Date(s):