



POSITION: GRANT MANAGER

DEPARTMENT: COMMISSIONERS' OFFICE

PAY GRADE: 24 STEP 2

PAY RATE: \$31.34

SALARY: \$65,182

JOB SUMMARY - This position is responsible for writing, applying, awarding and financial management and reporting oversight of Peach County grants including, but not limited to grants funded through Georgia Department of Transportation, Georgia Department of Human Services, Georgia Emergency Management and Homeland Security Agency, Georgia Department of Natural Resources, U. S. Department of Justice, Federal Emergency Management Agency, and U. S. Department of Homeland Security.

PRIMARY DUTIES: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

- Research new funding opportunities that support County Projects or operational needs.
- Maintains master calendar of grant application deadlines and reporting schedules.
- Works with agencies and departments to properly apply, seek approval and accept awards. Develops and applies accounting procedures to provide fiscal tracking and reporting and uses generally accepted accounting principles. Ensures documentation, compliance, and budget performance.
- Prepares and remits status reports and reimbursement requests to grant agencies including compiling invoices, payroll data, proof of payment and other documentation for reimbursement and reporting, monitors receivables for all grants. Performs statistical allocation analysis for time and attendance when necessary. Keeps master list of grants. Ensures compliance with all fiscal and accounting regulations including Federal, State, County and agency specific regulations
- Assists with annual budget preparation; gathers and reviews data; forecasts grant revenue; monitors and reports budget performance for grant funded programs throughout the year.
- Maintains permanent grant records and official files according to federal/state/county retention regulations.
- Assists with Disaster Declarations to document allowable expenses for reimbursement.
- Attends Grant Financial Management training as required for compliance.
- Builds and maintains relationships with strategic partners
- Attends GDOT and DHS meetings as needed or required, briefings for ARPA Funding with US Treasury, NACO and ACCG. Assist with planning and execution of use of funds, reporting and compliance. Attends project meetings.
- Assists in developing grant management policies and procedures and communicates to departments.

- Prepares and maintains records, reports and other documentation pertaining to grant preparation and administration for audits and reviews.
- Works with auditors on compliance and reporting.
- May reconcile bank statements, accounts receivable, and general ledger accounts reconcile operating, grant, payroll, and flex bank account statements; and completes reconciliations of accounts receivable and general ledger accounts.
- Performs special assignments as directed; organizes, coordinates, and conducts special projects in support of Finance department operations; serves as a liaison to federal and state grant program administrators; and acts as liaison to consultants and vendors.
- Consults with administrative officials and service providers concerning proposed and current funding of projects; serves as a county liaison to agencies providing grant funding.
- Performs related duties and special projects as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of budget development and management principles and practices.
- Knowledge of generally accepted accounting principles and standards.
- Knowledge of grant writing procedures.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

EDUCATION AND EXPERIENCE:

Requires a bachelor's degree in accounting, Business Administration, Public Administration, or related field; and 2+ years of related experience in monitoring and coordinating grant programs, including 1-2 years of progressively responsible supervisory experience, or equivalent combination of education and experience. Experience with governmental grant programs is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Requires a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes telephone, printer, facsimile machine, copier, personal computer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

SUPERVISORY CONTROLS

The Chief Finance Officer provides supervision and assigns work in terms of county goals and objectives. The supervisor reviews work through conferences, reports, and observation of county activities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE Peach County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.