

Early Childhood Grant Specialist

General Duties:

The Early Childhood Grant Specialist works with a variety of financial, program and management staff. Under general supervision, prepares and administers technical accounting and budgeting records, projections, and reports; coordinates, facilitates and participates in the development and administration of major and complex operating budgets, grant budgets and related fund accounts for a major division. The Early Childhood Grant Specialist is responsible for planning, managing, assisting and/or overseeing activities including payroll, billings, collections, cash draws, deposits, or disbursements of grant funds. This position requires the ability to communicate effectively with government officials and contracting agencies, has in-depth involvement with contractual issues, facilities management, union negotiation support, grant regulations, grant reporting requirements, and coordination with the division director and grantor agencies. Work is performed under minimal supervision and requires advanced financial management capabilities and the ability to exercise discretion and independent judgements with respect to matters of significance.

Specific Duties and Responsibilities:

- Administer the financial aspects of a grant portfolio, ensuring the accountability of the appropriate use of federal/state funds.
- Identify and analyze trends in the use of funds and recommend adjustments requiring reprogramming actions or adjustment of program activities.
- Prepare financial documents, requisitions, amendments, reporting statements, and all other documents required for financial compliance with agency and program regulations, applicable federal management circulars, and official federal and state memoranda.
- Regularly analyze grant budgets as compared to actual revenue and expenditures. Ensure supportable cost allocation for expenditures and develop appropriate methods to ensure timely receipt and disbursement of grant funds.
- Provide program staff with data to ensure full compliance with grant conditions, budgetary limits, and optimal utilization of public resources.
- Prepare supplemental financial analyses for program planning and future grant initiatives.
- Analyze relevant financial resources, data, and reporting/accounting systems, and develop and recommend timely solutions to ensure compliance or improve fiscal operations.
- Maintain a fully accessible, comprehensive filing and recordkeeping system.
- Reconcile obligations and payments to a large volume of vendors.
- Provide program managers an open obligations report on a regular basis.



- Ensures that reports and reconciliations are prepared in a timely and accurate manner.
- Checks the accuracy and consistency of data to ensure that disbursements are made against the proper fund source, program year and within contractual obligation limits.
- Compiles transaction data from accounting records and prepares financial reports pertaining to multiple accounts.
- Analyzes current and/or required procedures to provide advice and assistance concerning payment or billing processes.
- Validates current processes with respect to regulatory requirements.
- Analyzes budgetary and financial data to develop multi-year grant budget estimates.
- Provides full support to federal and state grant monitors and external auditors.
- Maintains and verifies financial, statistical, or other fiscal records in connection with various local, regional, state, and federal grants
- Clarifies and resolves technical and contractual issues and problems with grants and collective bargaining agreements, and guides program staff on grant regulations and use of grant funding.
- Understands and adheres to grant regulations and use of grant funds;
- Performs complex, specialized grant accounting functions; complies with periodic financial reporting and reimbursement submittal requirements;
- Performs professional accounting support and record keeping work in the preparation, processing and maintenance of accounting, payroll and financial records for a primary division;
- Corresponds with representatives from local, regional, state, and federal agencies regarding matters involving grant status, funding, reporting, and requirements. Communicates effectively, professionally, and cooperatively both verbally and in writing.
- Coordinates and facilitates the preparation of the annual operating and program budgets for the Early Childhood Division involving complex fund structures and large-scale capital improvements, infrastructure enhancements, and facility development.
- Researches and prepares budget expenditure projections; monitors and reports on budget expenditures; processes requests for budget adjustments and institutes fund transfers; reviews and verifies budget accounts, purchase orders, and bidding documentation; verifies and makes budget and expense adjustments.
- Advises and assists managers and staff in researching and preparing the department's annual operating and capital improvement/facility budget requests.
- Answers questions and prepares special reports for department use in budget tracking and reporting; compiles budget documents and data for management review; participates in developing long-range financial forecasts and analyses.
- Provides support and analyses for union negotiating sessions including wage and benefit analyses and presents cost saving solutions in support of management objectives.



- Reviews invoices, travel expense requests and payment documentation for accuracy and proper coding; processes invoices for payment; answers questions from vendors and contractors regarding invoice and payment status; processes purchase orders and requisitions for supplies and services.
- Assists fiscal staff in researching and reviewing departmental financial records and reports.
- Administers contract payments and purchase agreements.
- Maintains records of fees collected; prepares reports on fees collected; assists program staff in developing fee schedules for services provided.
- May conduct research, make recommendations, coordinate, and report on grant applications and awards.
- Provide support and assistance to the Chief Operating Officer as required.
- Performs related duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- Associate's degree in business administration, finance or accounting with five years of specialized public sector experience is required. A Bachelor's degree in business administration, finance or accounting with three years of specialized public sector experience is preferred.
- Knowledge of financial management principles and concepts and the ability to analyze and oversee grant financial resources.
- Working knowledge of county rules, procedures and practices governing financial transactions; the Regional Planning Commission's chart of accounts and cost center coding structure;
- Fund accounting and capital improvement reporting practices;
- Practices and procedures of governmental budgeting and accounting;
- Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping;
- Fundamental accounting and internal control policies and procedures;
- Knowledge of The County's proprietary general accounting system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; principles and practices of sound business communication.
- Ability to use technology and financial management systems and other office automated software applications and tools designed to record and capture financial data.
- Ability to prepare complex spreadsheets, manage datasets, verify the accuracy of financial data and information;
- Analyze, balance and reconcile financial data and accounts;



- Project revenues and expenditures;
- Prepare complex accounting schedules and execute fund transactions; organize work, set priorities and exercise independent judgment within established guidelines;
- Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly;
- Prepare clear and accurate financial records and reports;
- Ability to communicate clearly, concisely, and informally, verbally and in writing.
- Ability to respond to sensitive situations, which may affect a diverse audience or group.
- Ability to review proposed and current budget data for compliance with policies/regulations.
- Skill in quantitative analysis techniques to determine changes in grant programs and priorities.
- Ability to work effectively and courteously with internal and external partners to achieve positive results and to collaborate across multiple program functions.

Essential Functions:

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

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Competencies:

- Interpersonal Skills
- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.

- Frequent near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.