

**DESCRIPTION:** Under administrative direction, reviews budgets, contracts, and grants for federally funded projects in state agencies. Positions are supervised by an agency division director, or higher level manager; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

N/A

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans and participates in various phases of the grant management process, such as the application, monitoring, and budgeting of funds to ensure rules and regulations are complied with.

Provides technical assistance to other agency staff in proposing projects and developing legal and financial support documents to ensure guidelines and deadlines are met.

Reviews statutes, rules, and regulations associated with agency projects to determine their application to fiscal and grants management practices.

Plans audit procedures and reviews budgets to ensure the efficient use of funds; recommends appropriate fiscal corrections or changes for consideration by the project manager.

Assists agency staff in maintaining and updating various federally funded activities and in writing extensive activity and progress reports.

Monitors payments to grant providers/recipients to ensure the proper allocation/distribution of funds.

Oversees and coordinates the development of contracts and other mechanisms used by project managers to manage state and federal aid funds.

Maintains a roster of proposed projects and determines the priority rating of each project based on an analysis of the needs of the grantee and the state.

Audits financial records and reports and recommends areas to be reviewed by the site review team.

Participates in site reviews to examine compliance with appropriate statutes, rules, and regulations.

Prepares special reports as requested by agency management to monitor grants and to examine compliance with appropriate statutes, rules, and regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state and federal statutes and legislation regarding aid administration; agency and state fiscal policies, rules, and regulations; the State Accounting System.

Skill in: quantitative and analytical review; planning and organizing.

Ability to: analyze financial transactions; work independently, with little supervision; work effectively with staff in other divisions and agencies; complete accurate reports.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: grants and contracts processing and monitoring; accounting principles, practices, methods, and procedures; budgeting procedures; computer capabilities and applications.

Ability to: work under pressure; to meet deadlines.

Skill in: decision-making; effective communication.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

**[Provisional Minimum Qualifications statements]**

Bachelor's degree in grants management, business administration, public administration, accounting, budgeting, OR related fiscal field, and four years experience in grant management, contract administration, accounting, budgeting, OR other fiscal related areas of work. Additional years of experience in the area listed may substitute for the required education, on a year-for-year basis.