



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
Fiscal Specialist II - Finance - Bureau
Reporting/Division of Grants

An Equal Opportunity Employer

SALARY:

\$32.27 - \$58.58 Hourly
\$67,127.00 - \$121,844.00 Annually

OPENING DATE: 02/13/23

CLOSING DATE: 02/27/23 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

Performs professional accounting and oversight responsibility for grant programs in all County departments to ensure compliance with the requirements of Federal and State statutes, regulations and the terms and conditions of grant award. Responsible for applying generally accepted accounting principles (GAAP) and procedures to preparing, analyzing, and reconciling financial information. Reviews internal control policies and procedures to provide reasonable assurance that the County departments are managing their grants in accordance with all appropriate governmental regulations as well as the County's Grants Management policy and procedures. This position requires a high level of knowledge and understanding of Federal and State statutes, regulations, and polices relative to the grant reporting process. Assignments require evaluative thinking and are carried out in accordance with GAAP and relative County polices. The work includes responsible contacts with employees in other departments, other governmental agencies, and financial institutions. Has oversight responsibility for a portfolio of grant programs within assigned Departments.

STARTING SALARY HIRING RANGE:

\$32.27 - \$36.41
\$67,127 - \$75,738

CLASS DESCRIPTION:

Performs intermediate professional level financial administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes examining and evaluating administrative and operational programs, financial reporting systems, and agency budgets; performing accounts and records audits; planning, developing, analyzing, and monitoring fiscal records and budgets; and preparing financial statements. Monitors budget activities and records of major departments. May supervise cashiers and oversee County banking operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other related duties may be assigned.

Set up of new grants within the SAP system for assigned business areas or departments. Create grant funded and sponsored programs within SAP.

Monitors new and existing grants in SAP to ensure each grant is setup with the proper sponsored program, sponsored classes, matching fund, budget and appropriate validity dates as stipulated in the grant agreement.

Reviews and process departmental requests for modifications to existing grants and budget transfers.

Process quarterly grant billings in SAP in collaboration with County agencies. Reconcile posted transactions in the SAP financial system to drawdowns submitted to various sponsors/grantors on a quarterly basis.

Monitor agencies' drawdown status of reimbursable grants. Maintains records and related documents associated with grant-funded programs to ensure accuracy of all grants accounting within SAP. Provide departmental fiscal managers, with guidance regarding financial reporting to sponsors, budget transfers, journal entries, and the accuracy of the expenditures in SAP. Review and process journal entries and budget transfers submitted by the agencies. Reconcile grant payroll costs in SAP with ADP payroll reports.

Ensures County departments are complying with all governmental regulations, statutes, and grants management policy and procedures.

Monitors compliance with governmental regulations, procedures, terms, and conditions including new areas of grant compliance and respond to regulatory concerns.

Ensures sub-recipients are properly monitored, as necessary to determine that they have expended sub-awards in compliance with federal and State statutes, regulations, and the terms and conditions of the sub award and have met any pass-through entity requirements.

Provides information regarding Budget availability for Grants and/or Contracts before each agreement is executed by County signatories.

Assists with the preparation of the Annual Schedule of Expenditures of Federal Awards for the Single Audit in compliance with the OMB 2 CFR 200 Uniform Guidance.

Assists in the review and/or development and implementation of grants accounting policies and procedures.

Stays abreast of new developments in Generally Accepted Accounting Standards, statements of the Governmental Accounting Standards Board and Generally Accepted Auditing Standards. Research accounting issues as required.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor's Degree and two (2) years of related experience or equivalent combination of education and experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's Degree with major course work in Accounting and experience in governmental accounting preferred.

Possess strong working knowledge of word processing, spreadsheet, and database software packages.

Certification as a Certified Public Accountant (CPA) or other related professional certification is preferred.

Experience in working with Federal and State grants.

Experience in grants compliance for a governmental entity is strongly preferred.

Knowledge of governmental laws and regulations related to grants is preferred.

Knowledge of internal control procedures and practices is strongly recommended.

Strong interpersonal skills and ability to work with variety of people across departments.

Flexibility to adapt to changing regulation and requirements.

Detail oriented and must possess strong communication and analytical skills.

Ability to multi-task.

Ability to work independently.

Experience with SAP or other Enterprise Resource Planning systems a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with financial institutions' representatives or employees of the County on the phone or in person.

Ability to calculate figures and amounts such as discounts, interests, commissions, proportions,

percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to investigate and resolve discrepancies in reconciliation of accounts.