



Seminole County Sheriff's Office

SR GRANTS ANALYST

Class Spec Code: 1080

Established Date: 09/20/2022

Effective: 11/18/2022

Salary Range

\$24.17 - \$36.26 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Grants/Contracts professional responsible for financial, analytical, compliance and reporting work related to grants/contracts administration.

Typical Duties

Overall Grant Administration

- Develop and implement procedures and controls and performing duties to ensure compliance with grant objectives.
- Build relationships with contacts at federal, state, and local agencies/foundations who assist in grants management.
- Provide technical support to recipient divisions, assisting with contractual interpretations, processing grant revenues and expenditures, budgetary monitoring and financial and contractual reporting.
- Maintain files, office records, property inventory, and other official documentation and perform physical inventories as required.

Financial Grant Administration

- Perform grant financial oversight by establishing budget, providing fiscal analysis, tracking, and compliance reporting.
- Analyze monthly expenditure reports and track account payables/receivables, working with Accounting Section of Fiscal Services to resolve complex accounting issues. Specific assignments include, but are not limited to: Cash Receipting, A/R, Revenues, A/P and Expenses.

Grant Reporting

- Manage Grant Calendar to provide sufficient time for report completion, approval and submission.
- Prepare and/or submit required financial and programmatic reports; file completed reporting according to established process.

Grant Monitoring and Auditing

- Prepare monitoring documents and reports as required by Grantor; facilitate monitoring visit, including examination of files/records as requested and perform any follow up reporting.
- Work with external auditors in the examination of files/records as they pertain to grants/contracts and assemble audit correspondence for auditors.

Grant Development

- Assist Grant Supervisor with researching and assembling material for use in grant applications, with the budgetary forecasting and financial analysis of grant/contract funding and in the development of the Grant annual budget.

Minimum Qualifications

- Bachelor's degree in Business, Finance, Accounting, Public Administration, Communications or closely related field
- Three (3) years of experience in administration: reviewing, preparing and monitoring of grants/contracts, evaluating and reporting on compliance, preparing reporting and managing budgets
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Excellent oral and written communication skills to present ideas clearly and concisely and to establish and maintain effective working relationships with departments and vendors.

Considerable knowledge of all Microsoft Office programs, particularly Excel and Word and use of standard office systems. Knowledge of Sheriff's Office Financial System is a plus

Excellent ability to work independently to achieve accurate and timely results and to handle multiple tasks relating to disparate projects in a timely manner.

Ability to adhere to prescribed routines and practices.

Ability to maintain, organize and assemble data for accurate and informative reports; and to maintain confidential records and reports in established filing systems.

WORKING CONDITIONS

The work environment is generally in an office atmosphere. Work is generally performed during normal business hours although some overtime may be required.

Some flexibility is provided and expected in work schedule as it fits within normal business hours.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require

working weekends, nights, and/or
occasional overtime