



Employment Opportunity

Grants Accountant - Department of Comptroller

\$23.62 hourly salary (Grade C12)

40 hour position with a full benefit package

Apply By: Monday, November 19, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Apply Federal, State, Local laws/regulations and accounting principles and procedures to record, classify, and examine records of financial transactions. Analyzes and interprets financial data and procedures to prepare financial information and reports.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Review, monitor and oversee the accounting and financial reporting for all grant funded projects and funds
2. Work in association with the Grants office, the Budget office, and the administrative agencies to monitor the grant award, budget, reimbursement requests and recommend adjustments and close-out of the grant when complete
3. Apply all federal and state guidance requirements are met including but not limited to compliance, reporting, monitoring, verifying expenditures
4. Prepare schedules for various funds and accounts for annual audit and reconcile accounts with audit outcomes
5. Analyze for correct coding and assignment of revenues and expenditures
6. Analyze and reconcile grant revenues and expenditures
7. Study, develop and standardize procedures and policies to improve efficiency and ensure sound financial practices
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide customer service by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality, and represents the County
12. Demonstrates a strong willingness and ability to work independently
13. Prepare Grants Fund financial statements, supporting schedules, and footnotes for the Comprehensive Annual Financial Report
14. Prepare the Schedule of Expenditures for Federal Awards for the County's Single Audit

EDUCATION AND EXPERIENCE

1. Bachelor's Degree in Accounting, Finance, or related field, CPA or MBA preferred
2. Experience with grant accounting preferred
3. Audit experience desirable

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 11/2/18
(19-40)

Carroll County is an equal opportunity employer