

Osceola County Board of County Commissioners Employment Opportunity



**Grants Compliance Analyst I
Business Services
Full-Time, Exempt
Salary: \$38,916.80
Closing Date:
05/10/2017**

The Grants Compliance Analyst I position is to perform basic coordination and compliance review of grants and contracts to ensure compliance with generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to Federal and State grant programs. Employees in this job classification function at an entry level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Position develops, analyzes, presents, and implements grants, providing for efficient distribution of limited resources based on the goals and objectives of the Board of County Commissioners. Monitors use and compliance of grant and contracts through analyses, monitoring and performance measures. This position is responsible for assisting in the implementation, coordination and monitoring of the County's Living Wage Certification Program.

The Grants Compliance Analyst I must have b knowledge in the administration and implementation of state and federal grant regulations, grant development and management policies and procedures, basic knowledge of pre-established local, State, and Federal policies, procedures and regulatory requirements applicable to the work, knowledge of basic bookkeeping and general accounting and budgeting principles and techniques and skill in performing basic to moderate mathematical computations and tabulations accurately and efficiently.

Minimum Qualifications: Associate's Degree in Public or Business Administration, Accounting, Finance or related field. One year of responsible experience in budget, finance, auditing or accounting. Experience involving contracts, grants and single audits preferred. Must possess and maintain a valid Florida Driver's License. An equivalent combination of training, experience and/or certifications may be used to substitute education requirement.

For a copy of the complete job description and to apply, visit:

<http://webkiosk.osceola.org/index.cfm?lsFuses=JobApp/Jobs/Detail&sJobID=PS102037>