



**OSCEOLA COUNTY**  
invites applications for the position of:

## **Grants Compliance Analyst II**

**SALARY:** \$51,168.00 Annually

**OPENING DATE:** 11/28/17

**CLOSING DATE:** 12/10/17 11:59 PM

### **GENERAL DESCRIPTION OF DUTIES:**

Under general direction, the purpose of the position is to perform professional 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 a professional 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 the implementation, coordination and monitoring of the County's Living Wage Certification Program.

### **ESSENTIAL JOB FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides oversight, guidance and direction to County Departments to ensure grant compliance, contract compliance and living wage certification compliance in accordance with Osceola County's Administrative Code and County Manager Procedures.
- Performs moderate to complex financial management and accounting functions; accounts payable functions, including processing vendor invoices for payment; reviews and tracks transactions related to grant revenues and expenditures.
- Responsible for assisting annual independent auditors with preparation of the Single Audit in accordance with the OMB Circular A-133 Compliance Supplement.
- Responsible for assisting grantor and acts as a liaison between the department and the grantor during external audits or reviews.
- Responsible for reconciling grant balances, coordinates with Department, Accounting and Budget staff to prepare annual budgets and amendments.
- Assist departments with Agenda Items.
- Attends and participates in various meetings for the dissemination of information.
- Assists with the preparation of the Schedule of Federal Awards and State Financial Assistance for inclusion with the Single Audit.

- Examines and reviews grant applications and reporting requirements for compliance issues; coordinates with departments and agencies to ensure compliance with state and federal grant regulations.
- Prepares various reports and information on the status of County grants, contracts and living wage certification program, including budget to actual reports, renewals and overall compliance for the Board of County Commissioners, County Administration and Departments/Project Managers.
- Conducts individual studies of planned programs that will be utilizing grant funding in collaboration with Department Directors and Office Directors, compiles information relative to projected costs, proposed short term benefits and long range results.
- Ensures maintenance of proper grant audit trails and verification and reconciliation actions for all processed work.
- Prepares monthly, quarterly and annual cumulative reports as needed.
- Performs a variety of critical record keeping duties; manages and maintains department record keeping and filing systems, relevant materials appropriate to assigned unit; and assists departments in the collection of past due receivable or grant related reimbursements.
- Responsible for the implementation, coordination and monitoring of the Living Wage Certification program.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in Public or Business Administration, Accounting, Finance or related field.

**Experience:** Two (2) to five (5) years of responsible experience in budget, finance, auditing or accounting; specific experience involving grants and single audits preferred.

### **Miscellaneous:**

- An equivalent combination of training / experience and certifications may be used to substitute Education requirement.
- Must possess and maintain a valid Florida driver's license

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and proficiency in the administration and implementation of state and federal grant regulations, grant development and management policies and procedures.

Knowledge of pre-established local, State, and Federal policies, procedures and regulatory requirements applicable to the work.

Thorough knowledge of basic bookkeeping and general accounting and budgeting principles and techniques.

Skill in performing complex mathematical computations and tabulations accurately and efficiently; intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.

Ability to utilize personal computers, standard office equipment and standard software applications, e. g., word processors, database software, spreadsheet applications, printers, adding machines, copy machines, and facsimile machines.

Ability to communicate professionally verbally in writing and in presentations.

Ability to maintain effective records maintenance and file management systems.

Ability to organize work, prioritize, meet established deadlines, and follow up on assignments with minimum direction.

Ability to interpret a variety of instructions in written, oral, or schedule form.

Ability to establish and maintain effective working relationships and communications with elected officials, County Administration, County Departments, other government agencies and the general public.

Ability to establish and maintain effective working relationships and communications with co-workers, department management, businesses, other fiscal organizations, and the general public.

**PHYSICAL DEMAND REQUIREMENTS:**

Physical Demand: Light

- 20 pounds maximum lifting.
- Frequent (up to 2/3 of the work time) lifting, carrying up to 10 lbs.
- If less lifting involved will require significant walking/standing.
- If mostly sitting is involved will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eye sight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping, and reaching.
- Required to have clear vision at distances of 20 inches or less.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.osceola.org>

Position #00099  
GRANTS COMPLIANCE ANALYST II  
AC

1 Courthouse Square, Suite 4200  
Kissimmee, FL 34741

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**Grants Compliance Analyst II Supplemental Questionnaire**

\* 1. Do you possess a Bachelor's Degree (or greater) in Public or Business Administration, Accounting, Finance or related field?

Yes    No

\* 2. If yes, list degree type and major. If no, list N/A.

\* 3. Do you have at least two (2) years of responsible experience in budget, finance, auditing or accounting?

Yes    No

- \* 4. If yes, list the number of years of responsible experience in budget, finance, auditing or accounting you have. If no, list N/A.
  
- \* 5. Do you have experience involving grants and/or single audits?  
 Yes    No
  
- \* 6. If yes, list your experience involving grants and single audits. If no, list N/A.
  
- \* 7. Do you possess a valid Florida driver's license?  
 Yes    No
  
- \* Required Question