

GRANTS ACCOUNTING ANALYST**DEFINITION**

Under direction of the assigned supervisor performs a variety of high-level professional accounting work in the analysis, maintenance and auditing of grant-funded accounts affecting District-wide operations. Provides support and post-award services to faculty and staff, monitor, and analyze and continuously improve the post-award processes and operations of the Grants Office; prepares complex financial reports and statements; compiles data and information for annual reports or other special financial reports, and forwards to funding agencies; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey/full working professional level class of the Grants Series within the Yosemite Community College District (YCCD). Incumbents are expected to perform complex, journey-level analytical tasks with the broad framework of established procedures at both the State and Federal level. Incumbents work with considerable independence and initiative in completing regularly assigned tasks based on standard internal and external reporting requirements. Incumbents may be assigned new or special projects requiring analysis and development of procedures, subject to supervisory review and approval. Positions at this level are typically assigned to a centralized YCCD Grants Office unit.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class typically works under the direction of the grant manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of policies and procedures. Incumbents plan and /or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker to assign, direct and/or monitor the work of subordinate technical and clerical full-time, part-time, and/or student employees on a project or assignment.

ESSENTIAL DUTIES

- Analyses and verifies the accuracy of various financial and statistical reports and records submitted by District staff; communicates with staff regarding projected revenues, budgetary positions and other issues as appropriate
- Prepares budget and financial data for input on-line fiscal and statistical data accounting systems.
- Assist in conducting grant and accounting compliance training and site visits for existing and potential grant project directors and staff
- Prepare and examine grant expenditure reports, financial statements, budget variances and reports of historical trends for grant manager and granting agencies
- Plan, coordinate, implement and evaluate complex accounting projects for grant-funded programs; perform special analytical tasks as assigned by the supervisor

- Provide technical expertise, advice and direction to grant-funded accountants and personnel; serve as a liaison and support to campus accounting operations
- Provide assistance to Senior Accountant and Controller in the monitoring of purchase requisitions for compliance within regulations of the District and the granting agencies
- Work with the District's external auditors and state auditors to assure accurate and successful annual audits
- Interpret federal, state and local regulations and guidelines and assure compliance with requirements; update and revise procedures as necessary
- Communicate with various college personnel and outside agencies to provide high-level financial analysis and ad hoc financial reports and recommendations
- Research, prepare and submit state and federal reports
- Ensure that program narrative and fiscal reports are prepared according to grant-sponsored requirements, terms and conditions
- Ensure contractual requirements are met and monitor performance benchmarks to maximize full utilization of funds available and the avoidance or disallowed costs
- Fully adheres to internal quality standards and ensure the requirements in various grant-sponsored agreements are met
- Work closely with Internal Auditor, Program Auditors and District/College Fiscal Accounting Staff
- Research cost transfer and expenditures for grant-sponsored projects; resolve award related problems and concerns with funding agencies, as needed; prepare and review fiscal reports for completeness, internal consistency, and adherence to District and funding agency policies prior to submission
- Consult with other internal departments as needed; be responsible for close-out process of expired projects; and maintain accurate records and prepare close-out summary reports
- Provide assistance to Project Directors or Principle Investigators in interpreting award terms and conditions to maintain best program and fiscal practices
- Maintain current knowledge of grant-sponsored regulations, policies, procedures and areas of interest; identify areas where new regulations need to be understood and interpreted;
- And, assume additional responsibilities as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge Of:

- Generally Accepted Accounting Principles
- Complex accounting record systems, with emphasis on general ledger accounting structures

- The full range of functions, policies and professional principles related to Federal and State accounting reporting, compliance and auditing.
- Laws, codes and requirements governing grant-sponsored administration and community college funding
- Budget development, fiscal record keeping, and practices of organization and administration
- Complex methods and techniques of grant-sponsored fiscal analysis and reporting for a multi-campus environment

Ability To:

- Initiate and process journal entries for assigned program accounts
- Perform a variety of complex financial analysis and report audit functions
- Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting grant sponsored programs
- Regularly update all issues of noncompliance with Grants Manager
- Initiate and process monthly, quarterly and annual reports
- Prepare narrative and financial reports according to funding requirements
- Monitor grant-sponsored project budgets for carry-over and/or concurrent project funds
- Monitor grant performance and ensure maximum utilization of grants funds available; and the avoidance of disallowed costs
- Properly complete financial and contract issues for close-out of grant-sponsored projects
- Apply standard accounting principles to State and Federal grant-sponsored reporting
- Understand and independently carry-out complex oral and written instructions
- Perform arithmetical calculations with speed and accuracy; operate available technologies as administrative tools
- Communicate effectively, both orally and in writing
- Work independently with little direction

Licenses and Certificates:

- Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech; speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- **Experience:** Two years equivalent to a lower-level position from the grants or accounting series at YCCD

OR Pattern II

- **Education:** Possession of a bachelor's degree from an accredited four-year college or university with major course work in economics, finance, accounting or a closely related field of study.
- **Experience:** Two years performing grant-sponsored reporting and compliance, preferably in an academic or public sector setting.

Special Requirements:

- None

Class Adopted: 4/10/14

Class Amended: 7/1/2022