

GRANTS COMPLIANCE OFFICER**SUMMARY:**

Under general supervision, monitors the City's compliance with general and specific grant requirements contained in the various Federal, State, and local grants awarded to the City. Interprets regulations and policies for the departments; monitors funded projects to prevent over-expenditure of funds, audits disallowance, and ensures awards are fully expended; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Monitors the compliance of grant recipient departments to ensure general and specific requirements of the grant are adhered to.
2. Monitors funded projects to prevent over-expenditure of funds and audit disallowance and ensure awards are fully expended.
3. Prepares the schedule of federal and state financial assistance.
4. Assists in the reconciliation of all grant financial reports to the general ledger.
5. Interprets regulations and policies for departments.
6. Provides information to accounting staff to ensure proper recording of grants for financial records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of governmental laws and regulations related to federal programs and financial reporting for grants.
- Knowledge of internal control procedures.
- Knowledge of reconciling financial data.
- Knowledge of internal control procedures and practices.
- Ability to use general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Ability to communicate effectively, both orally and in writing.
- Ability to coordinate external audits of grants.
- Ability to work independently.
- Ability to understand and apply applicable rules. Regulations, policies, and procedures related to grants awarded to the City.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, and reach with hands and arms and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Accounting, Finance, or related field and five (5) years related experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.