



**CITY OF PORT ORANGE**  
invites applications for the position of:  
**Grants & Contracts**  
**Accountant**

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**SALARY:** \$38,359.00- \$65,651.25 Annual

**OPENING DATE:** 04/26/18

**CLOSING DATE:** 05/29/18 04:30 PM

**JOB TYPE:** Full Time

**DEPARTMENT:** FINANCE

**POSITION OBJECTIVES:**

This professional position provides complex and diverse financial, budget and management analysis by applying principles of accounting to analyze past and present financial operations, and estimates future revenues and expenditures for the City's grant/contract agreements. Develops, interprets and implements complex financial and accounting concepts, or techniques for financial planning and control. Coordinates formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of organization by performing the following duties.

**ESSENTIAL FUNCTIONS:**

- Assists project managers with the billing, revenue and expense accounting including all federal, federal pass-through partnerships, state and other grants and contracts that the City receives.
- Responds to requests for information or assistance from contract agencies and City staff in an accurate and timely manner with research, information verification, and problem solving.
- Closely monitors budget, revenue, and expense transactions; assists project managers, Purchasing and Legal department in developing, recording and monitoring contracts and grants.
- Acts as the primary staff expert for the City's contract/grant software module. Performs software maintenance of grants and contracts including account set-up, budget revision, expense transfer, monitoring, closing-out, etc.
- Prepares periodic financial reports due to funding agencies; distributes monthly Contract/Grant Funds Report of all City grant/contract funded projects to appropriate individuals. Distributes monthly project management reports.
- Conducts quarterly grant meetings to review fiscal and performance compliance for all active grant-funded projects; answers questions and provides information to the public as requested; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Serves as department liaison to other City Departments, assisting project managers and staff with preparing and developing budgets and managing grants and contracts.

- Maintains knowledge of current federal and State policies and processes relating to Grants & Single Audits of state, local government and non-profit organizations; interprets OMB (Office of Management and Budget) circulars for grants and contracts.
- Assists in the preparation of the City's Annual Budget, accounting and budgetary control system, Comprehensive Annual Financial Report and annual Budget report and assists with internal City audits.
- Monitors compliance with generally accepted accounting principles and City procedures.
- Consults with City staff and Department Heads to ensure that budget and financial adjustments are made in accordance with City policies and procedures.
- Performs statistical analyses to determine trends, estimates and significant changes, and writes narrative reports explaining findings for Grants/Contracts.
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
- Collects appropriate data and prepares federal, state and local reports.
- Maintain the City's fixed asset records insuring compliance with generally accepted accounting principles and City policies. To include capital asset acquisition, disposal, and depreciation. Oversee and conduct City's physical inventory of capital assets
- Performs related work as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree in accounting, finance or related field.
- Six (6) years of progressively responsible experience in public sector budgeting, financial analysis and/or accounting
- Equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read, analyze, and interpret work related documents
- Ability to communicate effectively both orally and in writing.
- Ability to comprehend and apply principles of mathematical concepts as applied to this position.
- Ability to follow and interpret instructions furnished in written and oral format.
- Skill in the design and use of financial/economic tools and models.
- Proficiency in using computer software including Windows, the Microsoft Office suite of software products, and other financial software applications.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.port-orange.org>

1000 City Center Circle  
Port Orange, FL 32129  
386.506.5560

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