

Calhoun County Clerk of Court
Job Vacancy Announcement
Closing date: Open until filled

Job Title: Grants/Contracts Accountant
FT/PT: Full-time
Salary: \$30,000 - \$40,000, depending upon experience
Hours: Monday-Friday, 7:00 a.m. – 4:00 p.m.
FLSA: Exempt
Retirement: Regular class

GENERAL

Provides complex and diverse financial, budget and management analysis for the Board of County Commission and the Clerk of Court by applying principles of accounting to analyze past and present financial operations, and estimates future revenues and expenditures for the County'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.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in accounting, finance or related field.
- Four (4) years of progressively responsible experience in public sector budgeting, financial analysis and/or accounting or Certified Public Accountant.

ESSENTIAL DUTIES

Note: *The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

- Assist project managers with the billing, revenue and expense accounting including all federal, federal pass-through partnerships, state and other grants and contracts that the County receives.
- Respond to requests for information or assistance from contract agencies and County staff in an accurate and timely manner with research, information verification, and problem solving.
- Closely monitor budget, revenue, and expense transactions; assist project managers, Purchasing and Legal department in developing, recording and monitoring contracts and grants.
- Perform software maintenance of grants and contracts including account set-up, budget revision, expense transfer, monitoring, closing-out, etc.
- Prepare periodic financial reports due to funding agencies; distribute monthly Contract/Grant Funds Report of all County grant/contract funded projects to appropriate individuals. Distribute monthly project management reports.
- Conduct quarterly grant meetings to review fiscal and performance compliance for all active grant-funded projects; answer questions and provides information to the public as requested; investigate complaints and recommends corrective action as necessary to resolve complaints.
- Serve as department liaison to other County Departments, assisting project managers and staff with preparing and developing budgets and managing grants and contracts.
- Maintain knowledge of current federal and State policies and processes relating to Grants &

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Single Audits of state, local government and non-profit organizations; interprets OMB (Office of Management and Budget) circulars for grants and contracts.

- Assist in the preparation of the County's Comprehensive Annual Financial Report and annual Budget report.
- Assist in the preparation of the County's annual budget based on the organization's performance, estimated revenue, expense reports and past budget numbers.
- Assist in the preparation of the Clerk's annual budget(s) based on the organization's performance, estimated revenue, expense reports and past budget numbers.
- Monitor compliance with generally accepted accounting principles and County and Clerk procedures.
- Assist with internal County audits.
- Consult with County staff and Department Heads to ensure that budget and financial adjustments are made in accordance with County policies and procedures.
- Assist in the design and implementation of accounting and budgetary control systems.
- Assist in the maintenance of the automated accounting and budgeting systems, which provide control of expenditures for activities.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions for Grants/contracts.
- Perform statistical analyses to determine trends, estimates and significant changes, and writes narrative reports explaining findings for Grants/Contracts.
- Review, investigate and correct errors and inconsistencies in financial entries, documents and reports.
- Collect appropriate data and prepares federal, state and local reports.
- **Physical demands:** Walking, standing, or sitting for extended periods. Requires some stooping, lifting and bending. Must be able to lift up to 30 lbs.

**Applications will be accepted at:
CareerSource Chipola
16908 N Pear Street
Blountstown, Florida 32424
850-674-5088**

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