

**CITY OF SALEM
GRANTS ACCOUNTANT**

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50036**

NATURE OF WORK

This is responsible technical accounting work accurately recording revenue disbursements transactions from a variety of granting agencies, the accurate accounting of all grant expenditures according to City and granting agency requirements, and the daily supervision of cost accounting and accounts payable personnel.

Work involves recording all monies paid to the City to the proper account, maintaining current and accurate records on the disbursement and expenditure of all grant monies for the City. Work also involves the daily supervision of accounting clerical staff involved in performing cost accounting and accounts payable services for the City. Supervision involves hiring, conducting performance appraisals, training, work coordination, and disciplinary actions. This classification may assist the Accounting Supervisor in initiating improvements or modifications to the cost accounting or accounts payable system for the City. Work is performed with considerable independence. Supervision is received in the form of general objectives or specific assignments.

The work is distinguished from the Accountant II by the more limited scope and complexity of accounts managed for the City, thus a more limited consequence of error. It is distinguished from the Accounting Assistant III by the greater authority to fully supervise others.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Meets with granting agency representatives and reviews grant requirements for determination of accounting systems to account for grant revenues and City expenditures. Prepares a variety of financial reports based on research of accounting records. Identifies, investigates and resolves grant accounting discrepancies. Assists auditors in reviewing grant account records.

Provides daily supervision to cost accounting and accounts payable personnel. Responds to other City department inquiries concerning account balances, resolves discrepancies of an unusual nature, assigns research projects to personnel, assists in the decision-making process for improvements and/or modifications to the cost accounting/accounts payable systems. Provides problem solving assistance to other City Department representatives or contractors.

Supervises petty cash account; including proper posting and daily balancing.

Works with data center to improve or modify cost accounting/accounts payable systems or configure information for special reports.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in responsible accounting, preferably with experience in grant accounting procedures; graduation from high school supplemented by courses in accounting; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of governmental budgetary operations, cost accounting, accounts payable services, and grant accounting processes.

Considerable knowledge of accounting principles and procedures.

Considerable knowledge of the organization and functions of municipal departments or ability to acquire within a six month period.

Ability to plan, organize and supervise the work of subordinate employees.

Ability to properly record and document grant revenues and expenditures.

Ability to assemble, tabulate, and prepare budgetary data for presentation in a municipal budget document.

Ability to prepare financial reports and statements.

Ability to identify, investigate and resolve discrepancies to accounting records.

Ability to form and maintain effective working relationships with department representatives and fellow employees.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet City driving standards or alternate means of attending meetings at other locations.

Personnel Director

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