

Specification for Class of

GRANT MANAGEMENT ANALYST 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Analyze, monitor and evaluate fiscal grant management activities. This may include expenditure tracking and monitoring, preparation and analysis of agency, State and Federal reports and statements, development and analysis of financial systems, and analysis, control and reconciliation of Federal and/or State grants.

Distinguishing Characteristics: This class specializes in managing a State agency's Federal grant and State contract payables or agency and interagency contract receivables. Advises the program manager regarding the ongoing fiscal analysis of the grants and contracts which they administer. Provides detailed analysis of grant and contract awards to assure agency compliance with contractual terms and conditions.

Typical Work

Interagency and contract billing;

Analyzing contract awards in detail noting special billing and accounting conditions, such as match rate, requiring changes to accounting procedures;

Sets up central accounting codes and ledgers necessary;

Establishs and maintains accounting records to ensure compliance with financial controls;

Independently analyzes and reviews financial records on a monthly basis, research problem areas and make AFRS corrections where appropriate;

Develops and maintains a monthly report of all DOH contract billings and revenue received against these billings;

Encumbers contract awards, then monitors expenditures against the award to ensure award amount is not exceeded;

Advises program managers of potential problem areas as well as monthly updates of pertinent program information and end of biennium projections;

Independently determines when it is appropriate to bill on interagency and contract awards and prepares the necessary billing documents;

Develops and monitors accounting reports presenting current status of contract expenditures and project end of biennium expenditures status against contract awards;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: Federal grant regulations and requirements as well as sub-recipient monitoring responsibilities and State contracting regulations.

Minimum Qualifications

A Bachelor's degree with major study in accounting, or a Bachelor's degree in a related field with a minimum of 20 semester or 30 quarter hours in accounting.

AND

Two years of professional accounting or auditing experience.

Washington State Certification as a CPA will substitute for a Bachelor's degree.

Additional experience may substitute, year for year, for education provided 20 semester (or 30 quarter) hours of college-level accounting have been achieved.

New class: 9-13-91