



Fiscal Grants Program Consultant

Full Job Description

The Town of Princeville is looking to hire a Fiscal Grants Program Consultant (FGPC). This is a temporary contractual position that could last up to two years. This role will require incremental administrative and fiscal management efforts as the Town works to positively impact our community. These tasks include managing and overseeing the life cycle of the grant processes, monitoring and tracking costs, overseeing sub-recipients, collaborating with external and internal partners, filing periodic required reports and creating transparent reporting for Town Manager, Board of Commissioners and the community at large.

The Town is looking for a highly competent and motivated individual to oversee the Town's fiscal management activities specifically relating to grant activities. Candidates will have the unique opportunity to collaborate with departments and positions throughout municipal government, state and federal. The Fiscal Grants Program Consultant serves as a subject matter expert providing consultation to fiscal services staff and Town Manager. This position helps support departments in the post-award phase of grants administration. The Fiscal Grants Program Consultant is at the forefront to analyze, monitor, and track grant activities through the life cycle of all grants. This position ensures the Town adheres to fiscal standards and requirement set by regulatory agencies as well as the Town's policies and procedures. The Fiscal Grants Program Consultant also supports the Finance Director, especially with year-end reporting and preparation of Single Audit schedules. This position affords opportunities to apply professional judgment, initiative, research, and pursuit of other grant funding opportunities.

HIRING RANGE: \$25 an hour

Duties and Responsibilities:

- Performs advanced professional financial analysis and program oversight for the Town's grants, ensuring compliance with applicable policies, procedures, regulations, and requirements.
- Evaluates the effectiveness of internal controls and helps develop, recommend, and implement program enhancements. Coordinate with budget and finance staff for policy and procedural oversight.
- Functions as a technical liaison with internal and external customers, program stakeholders, and internal and external auditors. Maintains a master tracker and inventory files for department expenses associated with any Town grants and monitor of costs to ensure critical deliverables are retained and maintained through the life of the grant and available for compliance testing and reporting to Board of Commissioners as needed.
- Audits departmental expenditures on a regular basis, including grant expenditure reports, monitoring the spending of the funds, prepares and reviews all federal required financial reports as outlined in all grant agreements.
- Analyzes grant financial records and grant ledger activity for accuracy. Research discrepancies, coordinating journals for corrections in collaboration with Finance Director, as well as year-end accruals as deemed necessary.
- Ensures accurate and timely monthly, quarterly and year end reporting in conformance with applicable laws and GAAP accounting standards and in compliance with grant provisions.

- Supports grant fund reporting in the Town's Annual Comprehensive Financial Report (ACFR) as activities relate to grant funding. Verifies that activities have been appropriately captured and reconciled to federal confirmations.
- Supports as necessary internal and external auditors, helping to coordinate with departments for audit deliverables and inquiries surrounding all grant funding.
- Other duties and Committee appointments as assigned by Town Manager.

Typical Qualifications

Education and Experience

Bachelor's degree in accounting, finance, business or public administration and five years of professional finance, budget analysis or accounting experience. Strongly preferred experience includes:

- Prior working knowledge of annual reporting process and financial statement preparation.
- Background shall include direct grants fiscal management experience with knowledge of annual reporting in accordance with Single Audit.
- Prior working knowledge of an Enterprise-Wide Financial System

Licensing/Certifications

- Valid North Carolina Driver's License or the ability to attend off site meetings as needed.
- Certified Public Accountant (CPA) preferred.

Additional Information

Knowledge of:

- Pertinent federal, state and local laws, codes and regulation, particularly those applicable to accounting, grant compliance, and Single Audit requirements.
- Principles and practices of general accounting theory, financial reporting, and fiscal management.
- Preparing complex financial statements, supporting schedules, and footnote disclosures.
- Internal control frameworks and ability to assess and monitor financial controls.
- Enterprise-wide software programs (ERP General Ledger and all associated modules)
- Techniques and methods for organizing, prioritizing, and monitoring work as needed.
- Practices and methods of coaching and coordinating work with others.
- Principles and methods of qualitative and quantitative research.
- Principles and techniques of effective oral presentations.
- Customer service principles.

Skill in:

- Carrying out job responsibilities in a self-directed and autonomous accountability.
- Good record keeping and fiscal planning.
- Project management, including post-award grant administration, monitoring, and compliance.
- Interpreting and applying applicable laws, codes, and regulations.
- Overseeing the implementation and adherence to quality assurance and standards.
- Gathering data, analyzing findings, and applying critical thinking. Articulating issues/recommendations.
- Interpreting and preparing complex analytical, financial, and administrative data.
- Authoring and preparing original reports, documents and presentations.

- Researching industry trends, solutions and best practices. Ability to provide program enhancements.
- Excel functions with at least an intermediate skillset, including pivot tables, V-lookup, and formulas.
- Working effectively under pressure, with multiple deadlines. Balancing changing priorities and work demands.
- Facilitating group discussions and building consensus using persuasive reasoning.
- Providing technical guidance, direction, and education to internal staff and program stakeholders.
- Maintaining cooperative working relationships in support of financial management.
- Exercising political acumen, tact, and diplomacy.

ADA and Other Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Work is routinely performed in an indoor, office environment.

Note:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.