



CITY OF LYNCHBURG
 Department of Human Resources
 900 Church Street
 Lynchburg, VA 24504

[http://www.lynchburgva.gov/Index.aspx?
 page=429](http://www.lynchburgva.gov/Index.aspx?page=429)

**INVITES APPLICATIONS FOR THE POSITION OF:
 Grants Accountant (Financial Professional III)**

An Equal Opportunity Employer

SALARY

\$21.60 - \$40.04 Hourly \$44,928.00 - \$83,283.20 Annually

OPENING DATE: 01/08/18

CLOSING DATE: 01/22/18 11:59 PM

DESCRIPTION:

Financial Services is seeking a Financial Professional III to manage the City's Grant Fund ensuring that each grant is recorded correctly in the City's grant module; maintaining the financial records for each grant including all expenses and all funding sources along with all appropriations; and working closely with the City Departments. The qualified applicant must be proficient in Microsoft Word and Excel, possess very strong organizational and analytical skills and must be able to handle competing priorities. Reports to the Assistant Director of Financial Services.

ESSENTIAL DUTIES

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties to provide direct or indirect service to the citizens may be assigned.

- Management, reconciliation and performance of financial reporting for the following governmental funds: Community Development Block Grant (CDBG), Home Investment Trust (HOME) and the City Federal State Aid Fund (CFSA);
- Reconciles the CDBG and HOME Funds financial systems – New World .Net, to the federal government's IDIS system;
- Works closely with the Grant Administrator for CDBG and HOME Funds;
- Works closely with Departments across the City to manage their grant funds;
- Performs financial monitoring for the sub-recipients of CDBG, HOME, and WIA (Workforce Investment) Funds;
- Performs annual reporting - CAPER report for CDBG & HOME Funds;
- Reviews all expenditure, appropriation and transfer requests for grants;
- Completes monthly drawdowns request for CDBG and HOME Funds;
- Reviews and approves drawdown requests for grants in the CFSA fund;
- Prepares budgets, journal entries and performs fund reviews for the CDBG, HOME and CFSA funds;
- Reconciles the grants in the City Federal State Aid Fund monthly

The applicant will also:

- Understand the implications of decisions;
- Analyze situations and use judgment within established policies and procedures;
- Display original thinking and creativity in making complex decisions;
- Recommend process improvement;
- Develop procedures for performing the duties of the position

Additional Duties and Responsibilities include:

- Other duties to provide direct or indirect service to the citizens may be assigned.
- When unusual situations occur and/or the City Manager declares a State of Emergency, all City employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.
- Depending on work assignment, may be required to perform a variety of duties in support of operational requirements and direct citizen service delivery such as acting as a back-up to other staff and response to weather-related and other emergencies, such as snow removal.
- May be required to work outside of normal work hours, to report to work during inclement or unusual weather or other conditions or to respond in other abnormal situations

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting and 6-8 years related experience. Any combination of education and experience that qualifies a person may be considered in lieu of the more specific criteria listed above.

ADDITIONAL REQUIREMENTS

- Must successfully complete IS100 and IS700 National Incident Management (NIMS) training within 90 days of employment. May also be required to complete higher levels of NIMS training as determined appropriate for the position.
- Advanced Microsoft Word and Excel skills

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lynchburgva.gov/Index.aspx?page=429>

OR

900 Church Street
Lynchburg, VA 24504

Job #01843

GRANTS ACCOUNTANT (FINANCIAL PROFESSIONAL III)

MJ

Grants Accountant (Financial Professional III) Supplemental Questionnaire

- * 1. Describe how your education and experience have prepared you for this position.
- * 2. Do you have experience with accounting for Grants? If yes, explain.
- * 3. How many years of governmental accounting experience do you have?
- * 4. What is your level of proficiency with Microsoft Word and Excel?
- * 5. Describe your organizational skills.
- * Required Question