

LINN COUNTY CLASSIFICATION

TITLE: FISCAL GRANT MANAGER

NUMBER: 036

PAY RANGE: 18

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER NUMBER 2024-036

DATE: FEBRUARY 6, 2024

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Act as the Fiscal Grant Manager within the Department of Health Services, undertaking intricate accounting responsibilities with a significant degree of autonomy. Responsible for the maintenance and monitoring of financial records including revenues and expenditures. Contribute to the implementation and monitoring of the department's budget and prepare detailed reports to be submitted to the State of Oregon on behalf of the Department of Health Services.

SUPERVISION RECEIVED: Works under the supervision of the Finance and Human Resources Manager. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Exercises supervision over Health Services Accounting Clerk and provides functional and technical supervision over staff with close coordination with staff and management for complex audit reporting. Delegates certain tasks as needed to meet state regulations and deadlines.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide grant management by supporting Program Managers with spreadsheets to track spending against award budget, provide projections, invoice costs for reimbursement, and reconcile grant revenue and expenditures to County general ledger.
2. Provide training and guidance for staff and perform Merit System Evaluations on employees directly supervised.
3. Prepare federal, state and local claims, statements, reports and worksheets from a variety of source reports, data and accounting records.
4. Maintain payment and reporting schedules for contracts; ensures appropriateness of payments subject to restrictions; develop reporting format and compile report documentation.
5. Oversee the proper accounting for and department compliance with A/P (Accounts Payable) fiscal operations; may perform reconciliations involving multi-year accounting records; review vouchers, invoices, purchase orders and other source documents for accuracy, proper authorizations, adequate documentation and appropriate account numbers; identify and resolve discrepancies and prepare corrective journal entries.
6. Process weekly A/P invoices with department coding to post to the general ledger.
7. Process monthly procurement card transactions by reviewing supporting documentation and coding verification.

8. Maintain accuracy of financial statements with ledger reconciliations.
9. Prepare payroll and M&S journal entries to accurately reflect activity in the general ledger.
10. Support Finance Manager with annual budget preparation and assist with internal/external audits.
11. Maintain Health Departments Inventory maintenance.
12. Responsible for routine and frequent deadlines and prioritizing and rescheduling tasks as needed to meet deadlines.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of Accounting and Government Financing. Participates in a variety of complex professional accounting functions; maintains and enhances the integrity and accuracy of financial management records; prepares accounting entries for complex transactions and year-end closing activities; extracts, compiles and presents financial information for internal and external reporting. Ability to interpret and apply the principles, laws and procedures involved in A/P financial recordkeeping and accounting functions; as needed, prepares A/P financial reports and maintain ledgers and journals; reconcile differences within the recordkeeping system; understand the recordkeeping system and the relationship among accounting records and documents; provide customer service by effectively interacting with the public, co-workers and personnel of other departments in a courteous, professional manner; establish and maintain effective working relationships with department, County and other personnel; communicate effectively, both orally and in writing; and, operate computer software and other office equipment.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's Degree in Accounting or related field of study preferred. Public sector experience is preferred but is not required. Five years of increasing responsibility professional accounting experience is required or any satisfactory equivalent combination of experience, education and certifications which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The job is typically performed in an office environment under usual office working conditions and typical office environment noise levels with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position 50 percent of the time and occasionally move about the office to access and use office machinery, engage with County employees and members of the public. Attend meetings for prolonged periods. Frequently communicate with County employees and members of the public to exchange information. The employee must occasionally lift and/or move up to (25) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheet and data base software; computerized Electronic Health Record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment.