

Grant Fiscal Analyst

Office of Equity and Inclusion

Salary Range:

\$21.44 - \$25.00 Hourly

\$44,595.20 - \$52,000 Annually

Overview:

The Office of Equity and Inclusion receives several grants in high dollar amounts. This position will help to ensure the fiscal guidelines and requirements set forth by the grants as well as the City of Albuquerque requirements are being followed and adhered to.

Description:

Perform grant fiscal analysis for assigned grants including, but not limited to, project set-ups, billing, reconciling, preparing, reviewing, submitting, monitoring, finalizing and close-out of grants; ensure compliance of City, State, Federal and Non-Federal guidelines; develop and analyze reports; maintain records for auditing purposes; perform a variety of technical tasks relative to assigned area of responsibility.

Requirements:

Associates Degree in Accounting or Business Administration

One (1) year of accounting, bookkeeping, fiscal or grant fiscal management experience.

Nine (9) credit hours in accounting with a passing grade of a 'C' or better.

This position may require a New Mexico Driver's license and will require City Operator's Permit within 6 months of hire

SUPERVISION RECEIVED AND EXERCISED:

This position will be supervised by the OEI Director, Deputy Director and Community Services Project Manager.

This position will receive general direction from higher level supervisory or management staff.

Essential Functions:

1. Perform grant fiscal analysis for assigned grants including, but not limited to, project set-ups, billing, reconciling, preparing, reviewing, submitting, monitoring, finalizing and close-out of grants; record and track grants in various systems;
2. Ensure compliance of City, State, Federal and Non-Federal guidelines
3. Initiate reimbursement to the City from State and Federal agencies.
4. Oversee grant accounts receivable to ensure timely and proper application of payments.
5. Monitor and analyze grant budgets, financial reporting, billing, and other documents that ensure grant compliance; conduct audits as needed.

6. Develop and analyze reports related to assigned grants; prepare financial reports for granting agencies and management as needed;
7. Research problems regarding outstanding invoices; respond to vendor inquiries.
8. Monitor the status of approved grants to ensure the full, timely utilization of all grant funds and to ensure compliance with granting agency terms and conditions.
9. Maintain records for assigned grants for tracking and auditing purposes.
10. Provide technical assistance to grantees regarding grant applications, grant modifications, progress reports and budgets
11. Coordinate required federal reporting and tracking of budgetary items for active grants; ensure timely submission of reports as appropriate based on program and internal guidelines; identify need for budget revisions; ensure the max drawdown of funds, including federally compliant expenditure of all program income.
12. Coordinate all procurement activities related to grants; research invoices for problems in billing.
13. Analyze and reconcile grants to the general ledger and project costing; prepare journal entries and journal vouchers.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations related to assigned area of responsibility.
2. Perform related duties and responsibilities as required.

PREFERRED KNOWLEDGE:

- Principles and practices of grant management
- Principles and procedures of grant record keeping and reporting
- Methods and techniques used to analyze and interpret financial data
- Methods of research and analysis
- Office equipment including computers
- Pertinent Federal and State and local laws, codes and regulations

PREFERRED SKILLS AND ABILITY:

- Research, analyze and identify problems related to the grant financial activities
- Interpret and explain Federal and State grant guidelines
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

- **Environmental:**
General Office
- **Physical:**
Sitting for long periods of time.