

Job Description

Position Title: Grant Services Analyst 3

Job Family: Financial Services

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Grant Services Analyst 3 performs a variety of accounting and financial reporting functions for all types of awards executed by the College. Requires extensive knowledge of accounting practices, internal control management, interpretation of the Code of Federal Regulations (e-CFR), Government Accountability Office (GAO) requirements, Office of Federal Financial Management (OFFM), and Office of Management and Budget (OMB) requirements for federal awards. Assists with College fiscal year-end audit, award audits, and financial inquiries. Prepares comprehensive financial reports for federal, state, and other agencies. Reconciles actual expenditures against grant and other award budgets, prepares adjusting journal entries, completes cash draws and invoicing on behalf of the College for all grant funds using thirteen different funding systems.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Reviews and understands each award and subaward agreement executed by the College. This includes all federal and state compliance requirements. Understands financial requirements required by the type of award and grant record retention and how it applies to audits.
2. Reviews and understands all District Office financial service areas (Procurement, Contracts, Financial Aid, and Finance) within the College to assist and guide program managers working on different awards.
3. Monitors and reconciles the general ledger for all grant funds utilizing the College ERP Banner System. Reviews monthly and inception to date grant expenditure reporting to determine if expense transfers (expense, payroll, revenue) need to be made. Completes cash draws and invoicing on behalf of the College for all grant funds using thirteen different funding systems.
4. Performs grant close outs by college fiscal year and funder period of performance (POP). Includes reconciling final fund reporting with the College Banner System, including completing the final cash draw or invoicing for the College.
5. Maintains the setup of each grant in the Banner ERP System, to comply with approved, indirect cost rate assignment, matching fund requirement, agency code setup, budget setup, and budget adjustments thereafter from the funder. This includes verifying funder modifications and amendments with information in the Banner ERP System. The Analyst 3 Grant Services and Director for Grant Services must approve new fund number requests.
6. Reviews all award purchases over \$5,000 to ensure they comply with College Procurement Policy, Code of Federal Regulations, and approved award budgets. All purchases over \$5,000 must be approved by the Analyst 3 Grant Services prior to requisition set up. Expense Transfers for purchases and payroll adjustments must also be approved by the Analyst 3 Grant Services and Director for Grant Services.

7. Prepares comprehensive financial reports for federal, state, and other agencies. Reconciles actual expenditures against grant and other award budgets, prepares adjusting journal entries, and prepares monthly grant invoicing of reimbursable expenses. This includes the FFR SF425, Arizona State Final Completion Reports, and required monthly, quarterly, and annual reporting.
8. Assists Grant Services by providing financial reporting data on the Schedule of Expenditures of Federal Award (SEFA) to the College Financial Services Department and supports evidence collection for grant audits.
9. Performs a minimum of two Fiscal Training for all new grant program managers. This includes understanding monthly financial reports (Effort Certification of Payroll, Monthly Expenditures, and Inception to Date Management of the budget allocation).
10. Assists with the development of internal fiscal process guides for grants and participates in the Banner financial system testing of forms utilized by grants annually.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
 - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
 - Three (3) to Five (5) years of related experience in accounting or finance.
 - Five (5) to Eight (8) years of related experience in accounting or finance preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License