

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

Job Vacancy

JOB TITLE: Grants Support Assistant
CLOSING DATE: Friday, August 2, 2019 at 12 p.m. CDT
SALARY: Commensurate with experience

Major Purpose of Job

Provides support to the Grants Coordinator by assisting with the daily operations of the County's grant/contract agreements. Develops, interprets and implements complex financial and accounting concepts, or techniques for financial planning and control. Assists in the development of procedures and policies for daily operations within the offices under the Board of County Commissioners. Experience in technical support functions is preferred.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Assists in the development, preparation, and administration of all grant applications and contracts
- Prepares quarterly reports and other grant reporting requirements for review by Grants Coordinator
- Assists in the daily functions of multiple County departments including building and housing, emergency management and grants administration
- Respond to requests for information or assistance from contract agencies and County staff in an accurate and timely manner with research, information verification, and problem solving.
- Closely monitor budget, revenue, and expense transactions; assist project managers, Purchasing and Legal department in developing, recording and monitoring contracts and grants.
- Serve as department liaison to other County Departments, assisting project managers and staff with preparing and developing budgets and managing grants and contracts.
- Maintain knowledge of current federal and State policies and processes relating to Grants & Single Audits of state, local government and non-profit organizations; interprets OMB (Office of Management and Budget) circulars for grants and contracts.
- Monitor compliance with generally accepted accounting principles and County and Clerk procedures.
- Assist with internal County audits.
- Assist in the design and implementation of accounting and budgetary control systems including complex spreadsheet creation.
- Collect appropriate data and prepares federal, state and local reports.
- Maintain County website including uploading official minutes and meeting agendas.

QUALIFICATIONS

Education and Experience

- Bachelor's Degree preferred.
- Four (4) years of progressively responsible experience in public sector budgeting, financial

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AND A DRUG-FREE WORKPLACE

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- analysis and/or accounting.
- Proficient in Microsoft Office.
- Must be able to pass drug screen and background check

PHYSICAL DEMANDS

- Walking, standing, or sitting for extended periods of time.
- Requires some stooping, lifting and bending.
- Must be able to lift up to 30 lbs.

Applications will be accepted at:

**CareerSource Chipola
16908 N Pear Street
Blountstown, Florida 32424
850-674-5088**