

COUNTY OF BARNSTABLE

NOTICE OF JOB VACANCY

Department: _____

Date: _____

Position: _____

Salary: _____

Applications must be received by: _____

Vacancy New Position Regular Temporary Full Time Part Time

Position to be filled by (date): _____

To obtain a job application or to apply online visit:

<https://www.capecod.gov/employment-opportunities>

or send job application to: Human Resources
Barnstable County
P.O. Box 427
Barnstable, MA 02630

MINIMUM REQUIREMENTS

Job Description: *on file*

Advertised: 1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

The County reserves the right to modify the application deadline. After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact Human Resources Department at Barnstable County, P.O. Box 427, Barnstable, MA 02630 or humanresources@capecod.gov

Notice Sent to:

N.A.A.C.P (National Association for the Advancement of Colored People), J.T.E.C. (Job Training and Employment Corporation), C.A.C. (Community Action Committee of Cape cod), Town of Barnstable, Division of Employment and Training, Martin Luther King Society, Mashpee Wampanoag Tribal Council, C.O.R.D. (Cape Organization for Rights of the Disabled), Falmouth Affirmative Action, Cape Cod Community College, Massachusetts Rehabilitation Commission, Cape Verdean Club, Nam Vets Association

For Commissioners Office Use Only:

Date notice sent to above:

Completed by:



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Grant Fiscal Officer	Classification: Barnstable County
Department: Finance	Grade: 8
Reports to: Finance Director	FLSA Status: Non-Exempt
Effective Date: January 2024	Union Status: Non-represented
Job Class: 1487	Location: FINM

Summary

Professional, fiscal management, and administrative work assisting with programmatic and fiscal needs of Barnstable County Departments in the areas of federal, state and local grants and state earmarks; all other related work, as required.

Supervision

Directed by and reports to the Finance Director/Treasurer who is the liaison to all County Departments, the County Administrator, and Governing Boards.

Performs multiple aspects of the grant process including grant development, and fiscal management. Special projects may be assigned.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Incumbents may have areas of specialty assigned.

Reviews and evaluates existing finance and accounting policies, standards and procedures, as they relate to federal, state and local grant administration, to develop improved working processes.

Assists in the development of goals and objectives to ensure that projects meet county needs and priorities that are consistent with funding guidelines.

Serves as a County expert of statutes, regulations, policies and standard operating procedures associated with grant management pertaining to a full range of issues including highly complex and unusual issues.

Manages a grant portfolio within assigned program area(s) of high complexity, scope and impact, and conducts the day-to-day fiscal management for the grants within the grant portfolio.

Interprets Federal, State and Local grant requirements and procedures to grantees to assist them to comply with Federal requirements.



BARNSTABLE COUNTY JOB DESCRIPTION

Promote communication, coordination, cooperation, and mutual understanding between program participants, department heads, grantors, state and federal agencies and other Barnstable County employees, as applicable.

Reviews a variety of financial reports, analyzes and validates financial data, and resolves accounting discrepancies in reported data. Actively participates in annual independent financial audit and individual program audits from granting agencies,

Ensures grant compliance with federal and state regulations and other funding guidelines; maintains required grant records to aid in compliance and audit reviews; prepares and submits fiscal grant reports and billings to funding agencies.

Creates and manages databases and spreadsheets for grant tracking; maintains contact with funding agencies and organizations, and advocates for funding and support.

Frequent communication with federal, state, local funders to ensure compliance and timely submission of grant funded budgets, amendments, and required reports.

Prepares and delivers presentations to various internal and external audiences on financial and administrative matters, as applicable.

Exercise positive interpersonal relationships with program managers, participants and stakeholders through the use of tact and diplomacy to resolve issues or conflicts between groups with different objectives and needs.

Actively seeks professional development opportunities, conferences, workshops, seminars and webinars to stay up to date with state and federal grant compliance regulations;

Shares resources and disseminates critical information to County Departments and fellow Grant Fiscal Officers.

Performs similar or related work as required, directed or situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in Accounting, Finance, Public Administration, or Business Administration, that included or was supplemented by a minimum of 15 semester hours in accounting or auditing; at least two years' experience with grant management, project management, and fiscal oversight experience; or an equivalent combination of education and experience.



BARNSTABLE COUNTY JOB DESCRIPTION

Knowledge Knowledge and experience with federal, state and local fiscal administrative policies and procedures regarding grants and contracts. Knowledge of funding sources and the proposal/grant development process. Extensive knowledge of ERP software preferred.

Ability: Ability to communicate effectively; ability to adopt new processes to maximize efficiency; to manage the fiscal, regulatory, and administrative requirements of the grant process; to be adaptable and flexible as required by the needs of the County.

Skill: Excellent verbal and written communication skills; proficiency with computer technology and software applications (Microsoft Office Suite, MUNIS, web-based grant management portals, and accounting software); project management and planning; strong time management and organizational skills.

Required Licensing/Certification: *A valid U.S. Driver's License*

Job Environment

Work is performed within the office and out in "the field." May need to attend off-site funder mandated trainings and/or meetings.

Operates computer and standard office machines; operates an automobile.

Develops and maintains contact with county officials, departments, local appointed and elected officials, non-profit agencies, funding agencies, and municipalities. Contact may be in person, via email, or by telephone or video.

Errors could result in delays or loss of program revenue if they result in failure to comply with grant requirements.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum physical effort required when performing work which is normally conducted in an office environment. Must sit, talk, listen and operate computers for extended periods of time. Must be able to drive to various locations to attend meetings; may occasionally be required to lift up to 30 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



BARNSTABLE COUNTY JOB DESCRIPTION

Equal Opportunity/Americans with Disabilities Act Employer