



## Seminole County Sheriff's Office

### GRANTS ANALYST

Class Spec Code: 1070

Established Date: 05/05/2005

Effective: 06/20/2023

#### Salary Range

\$21.97 - \$32.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Grants/Contracts professional responsible for financial, analytical, compliance and reporting work related to grants/contracts administration.

#### Typical Duties

***Note: Listed functions, duties, responsibilities, and skills are not intended to be all-inclusive, and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Assists in the compilation of various reports.  
Balances and verifies reports as required.  
Prepares weekly/monthly/quarterly financial reports as required.

Review monthly expenditure reports as pertaining to grants/contracts. Track grant/contract payables and receivables and provide follow up contact on delinquent receivable revenues. Input invoices for

payment.

Review accounts payable, accounts receivable and payroll as required for various grants/contracts.

Works with external auditors in the examination of the Sheriff's Office financial records. Send out Comprehensive Annual Financial Report (CAFR) to Grantors.

Assists in the development of Grant Administration's annual budget. Prepares budgetary documents and compiles figures.

Prepares contract/grant binders and worksheets for on-going programs. Maintains files, office records, and other official documents as required.

Assembles/researches materials from files and records for use in preparing reports, summaries, tabulations, and office correspondence.

Maintains property inventory. Runs reports and takes physical inventories as required.

Takes telephone calls and answers related inquiries.

Composes and types correspondence, reports and other materials. Assures timely signature of appropriate documents. Assists other office staff in the performance of their duties as required.

Performs other duties as assigned or as may be necessary in the efficient and effective operation of the Sheriff's Office.

### **Minimum Qualifications**

- Bachelor's degree in Business, Finance, Accounting, Public Administration, Communications or closely related field
- Three (3) years of experience in Finance/Grants administration
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Excellent oral and written communication skills to present ideas clearly and concisely and to establish and maintain effective working relationships with departments and vendors.

Considerable knowledge of all Microsoft Office programs, particularly Excel and Word and use of standard office systems.

Knowledge of Sheriff's Office Financial System is a plus.

Excellent ability to work independently to achieve accurate and timely results and to handle multiple tasks relating to disparate projects in a timely manner.

Ability to adhere to prescribed routines and practices.

Ability to maintain, organize and assemble

data for accurate and informative reports; and to maintain confidential records and reports in established filing systems.

### **WORKING CONDITIONS**

The work environment is generally in an office atmosphere. Work is generally performed during normal business hours although some overtime may be required. Some flexibility is provided and expected in work schedule as it fits within normal business hours.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility*** -Mostly sedentary work but some standing and walking; constant use of a computer

***Lifting*** -Able to lift 25 pounds

***Visual*** -Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity*** -Frequent repetitive motion and reaching

***Emotional/Psychological*** - Frequent public contact; decision-making and concentration

***Special Requirements*** - Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime