HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Financial Grants Manager

Job Code: W2074
Pay Grade: WQ
Pay Scale: $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
Exempt: No

OVERVIEW

Perform program management and supervisory duties related to the administration of publicly funded programs in support of community needs.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Develop internal policies for the financial administration of interlocal contracts and publicly funded programs.
- Review and analyze financial activity of publicly funded programs to ensure objectives are accomplished according to federal, state, and local regulations.
- Assist agency staff in developing grant proposals, creating budgets, and preparing financial projections for future budget periods.
- Oversee staff responsible for managing grant and program-related accounts; review journal entries; and reconcile applicable general ledger accounts.
- Monitor grant and contract expenditures against budgets and applicable regulatory frameworks to evaluate over/under spending and ensure costs are allowable, allocable, and reasonable.
- Lead the financial closeout process, ensuring all expenditures are finalized and required documentation is provided to the grantor or sponsor.
- Provide technical expertise concerning funding sources, contract development, grant application requirements, and financial reporting accuracy.
- Serve as liaison with federal, state, and local representatives concerning eligible billings and payments.
- Monitor applicable state and federal legislation and prepare supporting documentation on the department's financial position.
- Initiate or support audits and monitoring reviews, conduct risk assessments, and manage grant financial documentation, including the Schedule of Expenditures of Federal Awards (SEFA) and other reporting.
- Develop financial recommendations concerning present and future grant and contract funding requirements for current and projected programs.
- Coordinate the preparation of financial status reports and conduct follow-up studies to review the financial impact of policy decisions, program development, and resource utilization.
- Make recommendations on the continuation or termination of programs.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal, as needed.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of funding sources and associated requirements and regulations, including 2 Code of Federal Regulation 200 – Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Working knowledge of procedures related to financial administration of grants.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to follow oral and written instructions.
- Ability to prioritize work.
- Ability to pay attention to detail.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and develop logical conclusions.

SKILLS

- Grant Compliance
- Financial Oversight
- Audit Preparations
- Grants Management
- General Ledger Reconciliations
- Audit Support
- Internal Controls
- Government Accounting
- Financial Analysis

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of professional accounting experience, including grant accounting work involving financial reporting, reconciliation of accounts, preparation of grant proposal budgets, sound financial management of funded grants and contracts, preparation of audit work papers for compliance and financial audits.
- Four years of supervisory experience.

OR

- An associates degree from an accredited institution of higher education with a major in accounting or finance.
- Four years of professional accounting experience, including grant accounting work involving financial reporting, reconciliation of accounts, preparation of grant proposal budgets, sound financial management of funded grants and contracts, preparation of audit work papers for compliance and financial audits.
- Three years of supervisory experience.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in

accounting or finance.
- Three years of professional accounting experience, including grant accounting work involving financial reporting, reconciliation of accounts, preparation of grant proposal budgets, sound financial management of funded grants and contracts, preparation of audit work papers for compliance and financial audits.
- Two years of supervisory experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited institution of higher education with a major in accounting or finance.
- Five years of professional accounting experience, including grant accounting work involving financial reporting, reconciliation of accounts, preparation of grant proposal budgets, sound financial management of funded grants and contracts, and preparation of audit work papers for compliance and financial audits.
- Strong Excel experience, including use of pivot tables and formula functions.