

Specification for Class of

GRANT MANAGEMENT ANALYST 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Analyze, monitor and evaluate fiscal grant management activities. This may include expenditure tracking and monitoring, preparation and analysis of agency, State and Federal reports and statements, development and analysis of financial systems, and analysis, control and reconciliation of Federal and/or State grants.

Distinguishing Characteristics: This class can be distinguished from the 1 level by the ongoing responsibility for updating, maintaining, and managing the agency cost allocation plan, preparation and reconciliation of quarterly federal grant reports to assure Federal revenue is in agreement with projected revenue and expenditures to date, and the authority to make timely draws of Federal revenue based on expenditures.

Typical Work

Secures the Federal letter of credit on the grant awards;

Makes timely draws of Federal revenue based on expenditures;

Analyzes grant award noting special conditions, match rates and lids, and ensures the agency accounting system is able to properly track and monitor these conditions; makes recommendations for system changes where appropriate;

Monitors both direct and indirect lids, makes adjustments where required;

Prepares quarterly, annual and biennium closing Federal and State reports;

Performs grant expenditures/revenue reconciliations;

Analyzes grant allotment/expenditure/revenues and notifies program staff of significant variances;

Provides consultation to program staff in Federal grant application and fiscal record-keeping requirements;

Conducts quarterly reviews of revenue to assure Federal revenue is in agreement with both projected revenue and expenditures to date;

Notifies program staff of needed adjustments in spending patterns;

Serves as fiscal point of contact on numerous interagency contracts with other State agencies where Department of Health is a sub-recipient of Federal funds;

Prepares agency written cost allocation plan for submission to Region X for approval;

Reviews and updates agency computerized cost allocation on an ongoing basis to assure compliance with OASC-10 and other Federal regulations;

Monitors cost allocation reports for accuracy and reconciles them to AFRS data monthly;

Analyzes legislation and provides guidance to program staff on fiscal requirements and compliance with legislative intent, State statutes and State regulations;

Performs other duties as required.

Minimum Qualifications

A Bachelor's degree with major study in accounting or a related field with a minimum of 20 semester or 30 quarter hours in accounting and three years of professional accounting or auditing experience.

Washington State Certification as a CPA will substitute for a Bachelor's degree.

Additional experience will substitute, year for year, for education provided 20 semester (or 30 quarter) hours of college-level accounting have been achieved.

OR

One year as a Grant Manager Specialist 1.

New class: 9-13-91