



City of Rapid City
Grants Compliance, Financial Reporting and Asset Manager
Position Description

Page 1 of 3

Job Title: Grants Compliance, Financial Reporting and Asset Manager
Department: Finance
Division: Administration
Reports To: Finance Officer
FLSA Status: Exempt
Classification: Non-Union

Grade: 23
Prepared By: Tracy Davis
Prepared Date: 04/18/2013, 7/2/13, 10/27/17
Approved By: Pauline Sumption
Approved Date: 10/31/2017

SUMMARY

The Grants Compliance, Financial Reporting and Asset Manager is responsible for financial management and compliance activities related to state and federal grants. This role oversees financial reporting in accordance with generally accepted accounting principles and state statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Plan, coordinate and administer the preparation of the annual financial operating reports and reviews the Comprehensive Annual Financial Report prior to being submitted to the independent auditors.
2. Serve as liaison with independent auditors.
3. Compile, analyze and review prepared reports, journal entries, business documentation and other financial information for accuracy and compliance with prescribed financial standards, laws and regulations.
4. Direct and maintain controls over the City's general and subsidiary ledgers and financial systems for asset management. Create and monitor a fixed asset system of controls, procedures, and forms for the recording of fixed assets. Fixed assets include land, buildings, equipment, and infrastructure.
5. Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices as it relates to asset management.
6. Use generally accepted accounting practices (GAAP) to record and track all transactions related to the City's assets to include recording depreciation.
7. Ensure timely physical inventories to validate accuracy of fixed asset records and compliance with federal grants.
8. Oversee the preparation and communication of various reports detailing the City's financial position, results from operations and budgetary performance including the Comprehensive Annual Financial Report and related financial statements; apply financial, statistical and accounting principles to the preparation and analysis of financial reports.
9. Ensure compliance with executive orders, resolutions, ordinances, and state and federal laws including the GASB statements.
10. Furnish management with timely and accurate financial statements and other management reports.
11. Coordinate the application process for all grants to ensure proper approvals by the City Council prior to application submittal.
12. Ensure and documents compliance with all grant requirements.
13. Perform routine and specialized computer-based accounting and financial activities for the tracking and recording of grant revenues and expenditures.
14. Prepare monthly, quarterly and year-end reports for City departments and as required by state and federal grant provisions.
15. Analyze and evaluates contract and grant budgets for correct calculation of expenditure categories to include but not limited to salaries, percent of effort, indirect costs, materials and equipment.
16. Monitor sub-grantee activity.
17. Review financial documents for compliance with federal, state and local laws and City Council Authorization.
18. Establish and monitors written accounting and internal controls and procedures related to grants.
19. Provide assistance and guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
20. Represent the Finance department at various internal and external meetings providing financial information and direction as necessary.



City of Rapid City
Grants Compliance, Financial Reporting and Asset Manager
Position Description

SUPERVISORY RESPONSIBILITIES

Manage one subordinate supervisor who supervises a total of one employee in the Retired Senior Volunteer Program. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Encourage individual professional development opportunities for staff and encourages team development opportunities. Maintain professional and technical knowledge of self and staff by participating in educational webinars or seminars, reviewing professional publications, establishing personal networks, and participating in professional societies. The number of direct reports is subject to change (increase/decrease) with or without notice. Responsible for reviewing and approving timecard/payroll information.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree from accredited four-year college or university in Business, Finance, Accounting, Public Administration, or closely related field and five (5) years directly related experience in governmental or non-profit financial reporting, federal grant administration and fixed assets; to include two years experience supervising major accounting functions. Must possess working knowledge of Generally Accepted Accounting Principles (GAAP).

Communication Skills: Ability to read, analyze, and interpret the most complex documents. Must possess good to excellent interpersonal, verbal and written communication skills. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body. Must be able to communicate in a professional manner to internal and external customers.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: Must possess good to excellent working knowledge of Microsoft Office® products as well as web-based financial/business systems. Must be proficient with 10-key and possess ability to learn specific programs related to municipal government. Must possess good organizational, time management and planning skills to structure schedules and prioritize tasks to complete projects efficiently and effectively.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Physical Demands: The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



City of Rapid City
Grants Compliance, Financial Reporting and Asset Manager
Position Description

OTHER SKILLS AND ABILITIES

Demonstrated in-depth knowledge of the application of accounting principles and practices of municipal financial management, accounting, financial reporting and auditing. Ability to analyze financial data and draw logical conclusions; to keep records and write reports. Ability to interpret and apply laws and regulations pertaining to financial records and grant compliance.

Preferred qualifications: Current CPA (certified public accountant) license preferred.

Travel: Up to 10% local, regional, state and/or nationwide travel may be required to attend training, conferences or seminars.

Work hours: This is a full-time position. Evening and weekend work may be required as job duties demand.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.