



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### GRANTS ANALYST

A Classified Professional Position

Grade 195S – Salary Schedule 40

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#### A. General Statement

This is professional accounting work at the action level involved in the analysis, maintenance and auditing of specially-funded accounts relating to grants and contracts affecting District-wide operations. Under direction from the Chief Financial Officer, the employee is responsible for accounting, budgeting, and monitoring of grants and categorical funding, including financial aid grants and child development center funding; analyzing and preparing financial statements, reports and records of revenues and expenditures; providing accounting advice and direction to senior accounting technicians and support staff; communicating results of financial analysis to management and outside parties, making recommendations for appropriate action and identifying problems and implementing solutions. Public contact is extensive and involves staff at various levels within the organization, legal counsel, other educational institutions, governmental, funding and compliance agencies, students and the general public, for the purpose of exchanging technical, policy and other information. A high degree of independent judgment and creativity are required to maintain, select and analyze financial data in order to make original recommendations, prepare claims and to resolve a variety of minor and potentially major problems that occur. Consequences of errors in judgment can be costly in employee time, public relations and/or institution funding; however, administrative controls limit the risk of serious consequences. A Senior Grants Analyst can direct the work of paraprofessional accounting, clerical and other staff.

#### B. Duties and Responsibilities

1. Exchange technical information with College and District staff, legal counsel, other educational institutions regarding College and District budget and financial records, reports, audits, policies and procedural changes; attend meetings, workshops and other events at on-site and off-site locations to exchange current information;
2. Prepare and examine budgets, expenditure reports, financial statements, budget variances and reports of historical trends for specially-funded project directors, management, and Federal, State and local granting agencies; participate in the District budget development process for restricted funds; provide support for periodic budget reporting;
3. Plan, coordinate, implement and evaluate complex accounting projects for specially-funded programs and perform special analytical tasks as assigned by management; serve as liaison to College business officers, child development center directors, and financial aid directors and staff; serve as member of business services related committees;
4. Conceptualize, research, analyze, compile and communicate financial, contractual, statistical, and other data for the completion of special and regular reports, presentations, and other matters; assist project directors in researching, planning, writing, submitting, evaluating and managing applications and contracts

for special funding; track and monitor funding requirements, agency reviews and timelines of various grant agreements and other requested funding;

5. Monitor purchase requisitions for compliance with regulations of the District and outside funding agencies; prepare and review budget transfers and journal entries; prepare year-end accruals; prepare supplemental schedules of Federal and State awards for annual audits; serve as liaison to auditors to assure an accurate and successful annual audit; monitor and interpret Federal, State and local regulations and guidelines and assures compliance with requirements; update and revise procedures as necessary;
6. Use a variety of spreadsheet and other software to analyze complex financial, statistical, and other data; set up and maintain database and other online resources of data; provide input into the development and modification of online data formats and record keeping; provide special and regular reports on data collected; compose correspondence, recommendations and reports;
7. Set up and maintains an online and manual resource library of historical and current materials related to agency compliance regulations, funding resources and grant requirements, and fiscal and budgetary data;
8. Train, supervise and evaluate the work of accounting and support staff; provide technical expertise, advice and direction to accounting and support staff; schedule, coordinate and monitor the work of other, outside staff on special projects as assigned.

### **C. Nonessential Functions**

1. Performs other related duties as assigned.

### **Desirable Skills and Abilities**

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures.  
*\*College courses; work experience.*
2. Knowledge of State Education Code, State Budget and Accounting policies and other applicable regulations.  
*\*Job experience; special courses*
3. Knowledge of grant and categorical funding resources available to institutions of higher education.  
*\*Job experience; special courses.*
4. Knowledge of financial analysis and research procedures; skill in designing, developing, evaluating and monitoring financial systems.  
*\*College courses; special courses; job experience.*
5. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis and prepare reports.  
*\*College courses; special courses; job experience.*
6. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization.  
*\*Job experience; college courses.*
7. Skill in training, directing and evaluating the work of others.  
*\*Special courses; job experience.*
8. Skill in oral and written communication, including public and persuasive speaking.  
*\*College courses; special courses; job experience.*

9. Ability to communicate effectively with people of diverse cultures, language groups and abilities.

*\*Job experience; life experience.*

10. Ability to strategically-plan, organize, prioritize and implement multiple-tasked projects with similar timelines and anticipated outcomes.

*\*College courses; job experience.*

#### **D. Physical/Other Requirements**

This classification requires creativity, multi-level tasking, attention to detail and organization of financial data, listening, individual to large-group communication, persuasion, good memory, tact, patience, flexibility, a valid California Driver's License and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

#### **E. Education and Experience**

This classification requires a combination of education and experience equivalent to a Bachelor's degree in accounting, business administration, or a closely related field, and successful work experience of increasing responsibility that has included financial analysis and reporting, project budgeting, planning and design, use of spreadsheet, database, presentation and other software to compose and design reports; training, directing and coordinating the work of others; extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups and abilities; and demonstrated skills in effective oral and written communication, including public speaking and persuasive communication.

(6/2015)