

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Grant Coordinator/Accounting Specialist

DEPARTMENT: Finance

REPORTS TO: Finance Director **FLSA STATUS:** Non-Exempt

DATE APPROVED: October 6, 2020 **APPROVED BY:** WDP/EDS

I. PURPOSE / SUMMARY:

Coordinates grant activities, including application preparation, administration, interim and final reporting of grants from federal, state, other public agencies and private sources. Coordinates citizens' complaints and requests for County services utilizing automated work order and tracking systems. Serves as the first point of contact for visitors to the William P. Wallace Administration building. Provides administrative support to Finance, Human Resources and other departments.

II. ESSENTIAL FUNCTIONS:

- Greets, screens and directs visitors to the appropriate departments or staff members.
- Coordinates citizens' request for services using software and online solutions.
- Distributes incoming mail and communications.
- Coordinates the use of the County motor pool.
- Maintains and updates vehicle insurance records.
- Maintains schedules and records for copier, office and related equipment rentals and leases.
- Researches and identifies sources of grant funding for particular purposes and uses.
- Determines data to be compiled and specific techniques to be utilized.
- Provides technical support and expertise on grant related issues.
- Provides procedural oversight on grant administration.
- Attends meetings with government officials and citizen groups to discuss and explain plans and activities.
- Compiles, analyzes and evaluates grant related program data, and prepares comprehensive report on grant projects and activities. Prepares grant reports.
- Consults with agencies and various groups in the County on grant related matters.
- Performs analysis of financial data as needed on a project basis.
- When directed serves as staff liaison and technical advisor to governmental groups.
- Maintains all accounting and other required records for grants.
- Coordinate activities with various departments and elected officials.
- Assists in all aspects of accounting and budgeting.
- Assists with special projects on an as needed basis.
- Prepares bid documents and assist with procurement for grants.
- Assist with weekly review of disbursements for accounts payable.
- Other duties as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- Demonstrated competency of software systems such as Microsoft Office suite, internet applications with increasing responsibility and preferable knowledge of government operations. Advanced proficiency in Excel and PowerPoint. Knowledge and understanding of other proprietary accounting software systems with the ability to quickly gain competency with County systems and applications.
- Proven ability to work cooperatively, diplomatically and effectively with coworkers, associated departments and agencies. Excellent communication skills (oral and written).
- Enhanced accounting knowledge and understanding of governmental funds.

Required Education and Experience

- Minimum education requires an Associate degree in a related field or equivalent. Bachelor's degree preferred.
- 3 to 5 years of similar administrative and professional experience in public or private sector.

V. SUPERVISION:

- None

VI. OTHER COMMENTS:

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.

PHYSICAL REQUIREMENTS

Job Title: Grant Coordinator/Accounting Technician

Date: October 6, 2020

Department: Finance

Reviewed By: WDP/EDS

Sedentary Work: Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Medium Work: Lifting 44 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Heavy Work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Check the items below that relate to the job and complete the information requested.

Activity Definitions:

Occasionally means the job holder does the activity up to 33% of the time.

Frequently means the person does the activity 34% to 66% of the time.

Continuously means the job holder does the activity 67% to 100% of the time.

Activity	Occasionally	Frequently	Continuously
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching/working overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stairs

Ladders

Can the job be performed by alternating sitting and standing? Yes No

Does the job require using the feet to operate foot controls? Yes No

How important is good vision to the jobs? _____

How important is good hearing to the job? _____

Other comments: This sedentary work requiring limited physical effort; position requires visual acuity for reviewing, checking, preparing and maintaining written and computer files and hearing sufficient to accurately perceive information at normal spoken word levels; manual dexterity to operate standard office and data processing equipment is required.