

Class Concept

A position in this class coordinates, reviews, evaluates, and audits for compliance, accuracy, and accountability of state and federal grants administration programs and business operations in a State Agency or Division within a State Agency. This position may assist in determining the financial condition and compliance of a work unit or governmental operating unit with federal governmental accounting standards, North Carolina general statutes and best practices in government finance in order to allow the agency to fulfill its respective statutory functions and responsibilities in regards to grants administered by the agency to local or non-profit entities. This position ensures adherence to policies and standards by providing counsel to internal and external parties, as needed, regarding procedures, statutory requirements and filings, liability assessments, contracts, invoices, plans, reports and/or bids to ensure that these items maintain compliance with all applicable local, state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles and standards in relation to grants administration. Work is reviewed by a supervisor for content and technical accuracy.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the general principles of financial management and generally accepted accounting principles and/or grants administration practices
- Working knowledge of current federal, state and local government grant programs
- Working knowledge of technical and administrative rules and regulations in the subject area
- Communication skills to relay industry information regarding current issues and to present findings in such situations
- Ability to prepare written findings and present recommendations supported by facts and to prepare and analyze financial information involving existing issues pertaining to the subject area and to present it in oral and/or written form
- Basic problem-solving skills to interpret compliance and report findings to management
- Basic project management skills to work as a team to develop new processes and procedures based upon changes in laws and regulations or industry practice
- Ability to provide appropriate documentation to support conclusions
- Ability to organize and format reports to comply with applicable guidelines
- Ability to review and document compliance with laws and regulations

Minimum Education and Experience

Bachelor's degree in accounting, finance, business administration, public administration, or a related discipline from an accredited institution or an equivalent combination of education and experience.