



Class Code: Managerial  
Grade: 55  
FLSA: Exempt  
WC Code: 8810  
EEO Code: 1  
EEO Job Category: Professional

## **CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION**

**JOB TITLE: FINANCIAL GRANTS MANAGER**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to manage of all financial aspects of grants awarded to the City of Lauderhill, under the general direction of the Grants Administrator. Employees in this classification are responsible for reviewing, managing, auditing, and accounting for all grants awarded to the City. This position is responsible for preparing all grant financial reports to ensure compliance with all federal, state, and local regulations.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Conducts financial analysis and monitoring of the City's grants including, but not limited to, reconciliation of all grant program expenditures on a monthly, quarterly and annual basis and working with the City's Financial Department, and including those for CDBG, SHIP, HOME, ARPA, and other Federal and State-funded/grant programs.

Coordinates with HUD-IDIS and CDBG program - creates, monitors and reports on CDBG Activity Vouchers in IDIS; reports on National Objects required data and other Activity-related requirements.

Provides year-end fiscal grant reconciliation, revenue/expense accruals, required federal and state reports, and coordinates with city staff in preparing for annual audits and on-site monitoring.

Maintains and updates financial records for grants and contract budgets, which may include federal, state, formula, and discretionary funds to assure compliance with grant reporting, fiscal guidelines, and contract requirements.

Coordinates with the Finance Department to ensure that grants and contract-related financial reports are in alignment with approved contract and grant budgets; coordinates with Finance

and other relevant departments and/or team members to reconcile financial reports and grants and contract budgets.

Assists with conducting internal audits of all City grants/awards, and assist with preparing grant records for federal and state program audits, including grants closed within the last five (5) years.

Executes all drawdowns and reimbursement requests of all grant program funds in a timely manner including, but not limited to, CDBG, HOME, state and other federal grants, and Foundations grants.

Prepares and submits reimbursement request packages to funders; and monitors all reimbursement requests.

Prepares biennial preliminary budget recommendations as assigned; analyze and review budgetary and financial data.

Reviews invoices and supporting documentations and coordinates submission for payment reviews and approvals.

Monitors of all Contract Agreements in the Grants Division.

Develops and maintains Standard Grant Program Tracking and Monitoring processes and file maintenance. Maintains internal Tracking System with accurate contract and grant information.

Assists with development and maintenance of an internal Grants Management System.

Assists with grant writing applications and creation of required budgets and budget work plans for same; and post award grant management.

Creates and provides presentations to the internal and external stakeholders.

Maintains updated knowledge and skills related to financial grants management, grant-based accounting practices and any regulations, guidelines, or conditions provided by federal, state, and local compliance, awarding, and auditing agencies.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting, finance, public administration, business administration, or closely related field; **AND**
- Four (4) years of experience in accounting, grants administration, and/or financial grants administration; **AND**
- Valid State of Florida driver license.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

## **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert light physical effort to perform sedentary to light work, which may involve some combination of lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time in a stationary position.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Intelligence: The ability to apply common sense understanding to perform tasks.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed without exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands

described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.