



Position: **Senior Fiscal Analyst**
Department: Planning Department
Pay Grade: 74
Hiring Range: \$56,856 negotiable depending on experience. Non-Exempt
Closing Date: Open Until Filled

DURATION OF ASSIGNMENT: This grant-funded position is anticipated through at least December 31, 2024, with the potential for funding to continue through 2026.

DESCRIPTION OF WORK:

Functions as Senior Fiscal Analyst specializing in Grant Management in leading and managing all aspects of the American Rescue Plan Act (ARPA) funding awarded to Rutherford County, and as the County ARPA expert, including Title 2 Code of Federal Regulations 200-Uniform Administration Requirements, Cost Principles, and Audit Requirements for federal awards. Manages ARPA funding through effective investments and collaborations in support of County and community priorities and goals.

Reports directly to the Planning Director. Requires a motivated, experienced, and passionate professional for planning, project management, contract/grant administration, community engagement, and more. Ensure this one-time funding positively impacts our County for years to come. May have direct or indirect leadership responsibilities.

DUTIES:

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class.

GRANT PROCESS

- Create an application, evaluation, and approval process which meets established requirements.
- Manage and oversee the life cycle of the grant processes.
- Assist in the preparation of grant applications, submissions, and oversight as needed.

BUDGET

- Monitor all expenses; verify availability of funds and allowable expenses as dictated by federal grant guidance.
- Interpret laws and regulations pertaining to federal grants and align grant projects to ensure compliance.
- Plan, direct and coordinate financial activity of grant-funded projects/programs to ensure objectives are accomplished according to federal, state, and county regulations.
- Monitor and track costs.
- Compile, review and submit quarterly expenditure and descriptive reports to the U.S. Treasury Department and the County.

- Ensure proper documentation.
- Ensure correct coding.
- Create tracking documents for eligibility and expenses.
- Work with Finance staff to review reimbursement requests and track fund disbursements.

COMMUNICATION

- Train and aid all subrecipients to ensure accurate management of grant funding.
- Prepare and make presentations as a representative of the County, and serve as liaison on intergovernmental funding to citizens, committees, boards, citizen groups and other governmental agencies.
- Establish and communicate reporting guidelines and deadlines for all beneficiaries and subrecipients.
- Collaborate with internal and external partners.
- Maintain relationships with the State of North Carolina and other governmental agencies to remain abreast of changes in federal policy.
- Create webinars/orientations and host office hours to provide support to possible subrecipients and beneficiaries.
- Participates in county-wide and department-wide team activities, working on specific issues and assignments.

REPORTING

- Review, submit, and process expenditure requests from all departments, ensuring fiscal and performance compliance.
- File periodic, required reports with the Treasury Department.
- Create transparent reporting for the Board of Commissioners and the Rutherford County community.
- Maintain grant-related reference resources, including fund research files, grant application deadlines, grant reporting schedules and other information as needed.
- Review, edit and approve all beneficiary and subrecipient reports.
- Maintain other COVID-19 specific regulatory reports.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- grant writing, acquisition, management, and reporting
- current federal, state, and local government grant and funding programs
- supervisory principles, practices, and techniques
- methods to organize, prioritize, assign, and monitor work
- principles of general accounting and financial management
- program administration and management
- methods of qualitative and quantitative research

- project management principles
- modern budget practices
- applicable federal, state, and local laws/codes/regulations
- modern office technology

SKILLS IN:

- project/program management
- researching and maintaining solutions and best practices
- gathering data, analyzing findings, and applying logic and analysis
- exercising political acumen, tact, and diplomacy
- prioritizing and monitoring work and ensuring deadlines are met
- working effectively under pressure
- authoring, preparing, and presenting reports
- facilitating group discussions
- using persuasive reasoning to build consensus
- financial management
- written and oral communication
- collaborative leadership and communication style

ABILITY TO:

- analyze, research, and interpret grant guidelines
- independently research and analyze information, and to propose programs and projects
- write clear and concise reports, correspondence, and other related work
- effectively communicate both in writing and orally
- work independently with minimal supervision
- establish and maintain effective working relationships with a variety of individuals and diverse groups, and to achieve consensus on issues
- prioritize work, meet deadlines, and manager multiple projects simultaneously

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in Accounting/Finance/Business Administration/Public Administration, or related field, and 3+ years of related experience which includes GAAP-Generally Accepted Accounting Principles, and/or public sector accounting and budgeting, or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid driver's license.
- Background/drug test

APPLICATION PROCESS:

Applications can be obtained at Rutherford County Offices, 289 North Main Street, Rutherfordton or www.rutherfordcountync.gov. EEO

Rutherford County is an Equal Opportunity Employer.