



# Grand County

## Job Description

<b>Title:</b> Grant Coordinator/Accounts Receivable Clerk/Special Events Coordinator	<b>Job Code:</b> 1513
<b>Division:</b> Administration	<b>Effective Date:</b> 1/2025
<b>Department:</b> Clerk/Auditor	<b>Last Revised:</b> 12/2024

### GENERAL PURPOSE

Performs a variety of **full performance level complex clerical and administrative support duties** in the maintenance, monitoring, and routine administration of grants, contracts, and special grant funded projects. Researches various federal, state, and local grant opportunities. Performs necessary accounting functions for the County's accounts receivable.

### SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor or Chief Deputy Clerk/Auditor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Grantsmanship:** Provide federal, state and local grant administration, to include grant writing, reporting, reimbursement requests and code of expenditures. Collaborate with department heads and staff to pursue, monitor, and implement other grant funding opportunities. Work with the Clerk/Auditor to ensure all grants are recorded properly by expenditure category, and that all grant monies are properly spent. Must have the ability to identify and provide solutions to administrative problems as well as the ability to study and interpret federal financial regulations. Maintains quality results by using templates, following writing standards including readability, consistency, and tone; creating and maintaining grant support databases. Coordinates resources and research including information sharing and training.

**Accounts Receivable:** Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data. Preparing bills receivable and invoices. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and posted properly. Generate financial reports and statements detailing accounts receivable status.

**Documents & Records:** Assists with customer service assistance functions including but not limited to issuing copies of public documents; process applications and documentation according to established procedures; verifies personal information and explains the procedures of the Clerk/Auditor's Office and laws governing each type of record.

Assists in the management of various permanent records such as contracts, ordinances and resolutions, assures proper filing of records, monitors access to records and files, makes copies and distributes according to government records management laws and guidelines.

Scans and indexes various permanent records such as contracts, agreements, ordinances, resolutions, warrant registers, oath of office, quit claim deeds, billing statements, vouchers, bid bonds and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines.

**Procurement & Budget Tracking:** Prepares a variety of financial reports; performs account analysis and reconciliation, closely monitors budgets maintaining compliance of County procurement policies; provides information to vendors and department heads as requested.

Preparing financial reports and statements on current status of County Grants and Accounts Receivable status.

**Independent Audits:** Assists auditors; collects and gathers necessary information, documents, and files, regarding the Budget, Appropriations, Vendor list, Chart of Accounts, Deposits and Check Registers for review for the yearly audit.

**Customer Service/Point of Contact:** Responsible to greet and assist customers at the counter and on the telephone and promptly responds to inquiries related to the functions of the office. Directs other callers to the proper office or individual.

**Special Events:** Coordinates with County staff in scheduling, organizing, and logistics for events. Ensures a high level of customer service across the department; Reviews annual policies and operational processes to maximize process efficiencies and internal and external customer service. Responsible for other duties as assigned including complex special projects and analytical reports as proposed or assigned by the Clerk/Auditor. Completes a variety of operational support tasks. Works to ensure proper collection of fees. Data collection of permits and licenses issued and fees collected to report to responsible agencies.

**General Support:** Performs a variety of other departmental support tasks and all other related duties as assigned by supervisor, including assisting the duties of other Office staff.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
  - A. Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or other closely related field,
  - AND
  - B. Four (4) years of experience related to above duties; preferably in grantsmanship or governmental accounting;
  - OR
  - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:  
**Considerable knowledge of grant administration and writing**, county fiscal practices and procedures; general office practices, procedures and equipment; office machines and filing systems; budgetary principles; complex bookkeeping and accounting techniques most appropriate to county government; interrelationships of all county departments; basic filing systems, alpha and numeric; Microsoft Word and Excel; office equipment, including but not limited to: computer, laser printer, copy machine, fax machine, calculator, scanner, etc.; accounting software preferably Caselle; accounts receivable practices and procedures.

**Skill** in Microsoft applications including Word and Excel; document and report composition; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and co-workers; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** follow complex instructions; learn official document formats and indexing methods; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

- 3. Special Qualifications:
  - Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
  - Must successfully pass and maintain all requirements of criminal history background checks.
  - Must successfully complete pre-employment drug screening.
  - Must possess a valid Utah Driver's license.

4. Work Environment:  
Workers in the position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)