



Hardee County, FL

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Grants Specialist

Department: General Services
Division: Grants Management
Pay Grade: 108

JOB SUMMARY

The Grants Specialist is responsible for performing highly skilled bookkeeping, accounts maintenance, financial records review, and grant administrative support for the various programs administered by the Grants Management Department.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains internal fiscal tracking system of grant funded programs such as, but not limited to, CDBG, SHIP, HHRP, Legislative Appropriations, etc.
- Answers phone calls, schedules meetings and provides guidance to office visitors.
- Process all invoices for accounts payable; and maintain an accounts payable ledger of all accounts.
- Processes cash receipts; and maintains an accounts receivable ledger of all activity.
- Prepares mortgage documents, promissory notes and/or liens (deferred payment loan documents) to be recorded with the Clerk of Courts.
- Maintains client or program files (such as intake, income qualification processes, etc.) and related records; and prepares periodic reports as required on project progress for the County, State and Federal Agencies involved.
- Research and resolve all receivable and payable problems.
- Balances both accounts payable and accounts receivable ledgers monthly.
- Assists with monitoring of the budget and processing budget amendment requests and line-item transfer requests as directed.
- Utilizing different computer programs will perform word processing and extensive data entry.
- Works with Director to ensure all project draw requests, change orders, etc., are correct and processed in a timely manner.
- Prepares, researches, maintains, and monitors up to date technical information as required.
- Prepares and processes requisitions and other purchasing tasks according to established procedures.
- Prepares progress, financial and any other reporting requirements for grant funded programs as

set forth in the various grant agreements.

- Prepares and compiles all supporting documentation necessary for grant programs reimbursement requests.
- May be required to attend meetings with project management, contractors, and/or grant managers.
- Performs other related job duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; and five (5) years of bookkeeping and accounts maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Knowledge, Skills and Abilities:

- Knowledge of business principles and fiscal practices.
- Knowledge of local, state and federal programs relating to community development, neighborhood improvement and housing rehabilitation/home buyer assistance.
- Knowledge of public and private agencies involved in community development and housing programs.
- Knowledge and experience with personal computers, particularly with word processing and financial spreadsheets.
- Skills in quick typing.
- Ability to apply bookkeeping principles to the maintenance of standard fiscal records.
- Ability to make mathematical computations rapidly and accurately.
- Ability to communicate effectively, both verbally and in writing, and prepare concise, accurate records and reports.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift and move objects. Additionally, the following physical abilities are required: balancing, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment and no exposure to external environmental conditions.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

***** This position is considered emergency essential*****

***All applications with resumes are accepted in the Human Resources Department located at 412 W. Orange Street Suite 204, Wauchula, FL. 33873 or via email: humanresources@hardeecounty.net. or through the online portal on County website @ www.hardeecounty.net.
Position is open until filled.***

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.