

Hernando Constitutionals

Grants Compliance Analyst

SALARY	\$24.88 - \$33.18 Hourly	LOCATION	Brooksville, FL
JOB TYPE	Full-Time	JOB NUMBER	000000046
DEPARTMENT	Hernando County Clerk and Comptroller	DIVISION	Financial Services
OPENING DATE	07/09/2026	CLOSING DATE	7/19/2026 11:59 PM Eastern
MAX NUMBER OF APPLICANTS	30		

JOB SUMMARY

Performs professional and technical work related to the financial administration, monitoring, and compliance of Federal, State, and Local grants awarded to the County. Responsible for supporting grant-related financial reporting, reimbursement requests, expenditure monitoring, account reconciliation, and compliance activities to ensure adherence with applicable, County policies, governmental accounting standards, and grant regulations and requirements. Collaborate with County departments, granting agencies, and auditors to assist with the financial oversight of grants throughout the award lifecycle, including award set-up, monitoring, reporting, and closeout activities. Focuses primarily on the financial and accounting compliance aspects of grant administration rather than programmatic grant management.

JOB DUTIES

1. Monitor financial compliance requirements associated with Federal, State, and Local grant awards and assist departments with interpreting grant-related financial requirements, policies, and procedures.
2. Review grant expenditures, reimbursement requests, invoices, and financial reports for accuracy, allowability, allocability, supporting documentation, and compliance with grant terms and applicable regulations.
3. Assist departments with establishing grant budgets and monitoring expenditures to help prevent over-expenditure, audit findings, and funding lapses.
4. Review and reconcile grant-related financial reports and reimbursement requests to ensure amounts agree to County accounting records and are submitted timely to granting agencies.
5. Maintain grant-related financial records, account structures, and supporting documentation within the County’s ERP system.
6. Assist with the set-up of grant funds, groups, projects, and account numbers in accordance with County accounting procedures.
7. Support grant closeout activities, including reconciliation of grant accounts, review of final financial reports, and coordination of final adjustments if needed.
8. Assist with external and internal audits related to grant-funded activities by gathering documentation, responding to inquiries, and coordinating with County departments.
9. Participate in fiscal year-end closing activities related to grants, including account reconciliations, financial reporting, and preparation of schedules supporting the County’s Annual Comprehensive Financial Report (ACFR)

and Single Audit.

10. Assist in maintaining and updating grant-related financial procedures, forms, and guidance documents to support consistent compliance practices across the County.
11. Provide guidance and training to County departments regarding financial grant compliance requirements, reimbursement processes, and documentation standards.
12. Research and stay current on changes to grant regulations, requirements, governmental accounting standards, and best practices related to grant financial administration.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE**Education:**

Graduation from an accredited college or university with an associate's degree or at least two years of relevant college coursework.

Experience:

Minimum three years' general accounting or direct grant experience. Governmental grant accounting or grants financial management preferred. Familiarity with Single Audit requirements and governmental accounting practices also preferred.

An equivalent combination of education, experience, and training may be substituted at the Clerk's discretion.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Computer, calculator, copier, scanner and phones.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Ability to analyze financial transactions, reconcile accounts, and identify discrepancies or compliance concerns.
- Ability to establish and maintain effective working relationships with County staff, granting agencies, auditors, and the public.
- Strong written and verbal communication skills, including the ability to interpret and explain financial compliance requirements to non-financial personnel.
- Ability to organize work, manage multiple assignments, meet deadlines, and work independently with limited supervision.
- Proficiency in Microsoft Office applications, including Excel, and experience working with financial management systems and reporting tools.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction); acceptable hearing (with or without correction); ability to access, input and retrieve information from a personal computer; ability to sit for long periods of time; ability to access file cabinets for filing and retrieval of data; ability to communicate orally in order to answer the telephone; ability to sit at a desk and view a display screen for extended periods of time. Climbing, walking, standing, kneeling, bending, stooping, and lifting up to 50 lbs.

WORKING CONDITIONS:

Office environment. Work closely with others. Must have reliable transportation which employee may be required to

use if a County vehicle is not available. Flexible hours and travel as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Benefits

Benefits Include:

- Employer contribution towards Health Insurance, Dental Insurance, Long-term Disability, Life Insurance, EAP
- CareATC Wellness Clinic
- Paid time off
- Paid holidays
- Employer contribution to the retirement account through the Florida Retirement System (FRS)
- Employer offers Short term Disability
- Additional group benefits available

Employer

Hernando Constitutionals

Department

Hernando County Clerk and Comptroller

Address

20 N Main St

Brooksville, Florida, 34601

Website

www.hernandoclerk.com

Grants Compliance Analyst Supplemental Questionnaire

*QUESTION 1

Did you read the posted job description?

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have a High School diploma or GED?

- ☐ Yes
- ☐ No

*QUESTION 3

What is your minimum hourly rate requirement?

*QUESTION 4

When are you available to begin work?

***QUESTION 5**

Why do you want to leave your current employment?

***QUESTION 6**

Explain how your previous jobs have prepared you for this position.

***QUESTION 7**

Describe your experience working in a team environment.

***QUESTION 8**

Can you work additional hours if necessary?

☐ Yes

☐ No

QUESTION 9

Describe your experience with Microsoft applications (Excel, Word, Outlook, etc.).

***QUESTION 10**

Please describe your experience managing federal, state, or local grants, including your role in monitoring expenditures, preparing reimbursement requests, or ensuring compliance with grant requirements. Please include the types of grants administered and the number of years of experience.

***QUESTION 11**

Describe your experience with governmental accounting. Include any experience with fund accounting, budgetary compliance, grant accounting, financial reporting, or governmental accounting standards.

***QUESTION 12**

Have you been responsible for preparing or reviewing financial reports, grant reconciliations, or audit support documentation? If yes, please provide examples of the reports or documentation you prepared and your level of responsibility.

***QUESTION 13**

Describe your experience interpreting and applying grant regulations, policies, or funding agreements. Please provide an example of a situation where you identified a compliance issue or provided guidance to ensure grant requirements were met.

***QUESTION 14**

Describe your experience working with program staff, department managers, or external agencies to monitor grant-funded activities and expenditures. Include examples of how you communicated financial requirements, resolved issues, or provided training or technical assistance related to grants.

* Required Question