



**POSITION TITLE:** Contract and Grant Specialist  
**CLASSIFICATION:** Full-time  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Fiscal Officer  
**GRADE:** E4

**Position Summary:** Under general supervision of Fiscal Officer, monitors the financial and budget activities of all program contracts and grants through the maintenance and control of financial records. Prepares and monitors program budgets for grants, contracts and other types of sponsored accounts, assisting with reports relating to project activities, and tracking revenues and expenditures for all such accounts. Performs accounting functions in the maintenance of the ledger and book of accounts, in accordance with established general principles and practices of accounting. Maintains confidentiality of privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties and Responsibilities:**

- Assists all FSIP programs in preparing contract and grant applications including the development of funded partnerships and subcontracts; prepares corresponding budgets.
- Reviews monthly and annual accounting of all program accounts with Program Managers, Administrators and Directors or their designees.
- Provides guidance, technical assistance, and training to internal staff and external recipients of contract and grant funds to ensure that proper financial accountability systems are developed and implemented.
- Prepares and maintains schedules of funding agency reports and deadlines. Ensures reports are accurate, complete and in compliance with FSIP and funder requirements.
- Monitors and maintains key accounting information for FSIP within the finance system.
- Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses; makes recommendations for asset utilization and expenditure control.
- Reviews, analyzes and audits payables, receivables, payroll, inventory, and purchasing department financial records and transactions; ensures data flows accurately to general ledger.
- Balances and maintains ledgers for the financial systems.
- Prepares required audit schedules for external auditors.
- Establishes and maintains accounting records and financial documentation by making journal entries, preparing trial balances, and completing bank reconciliation.
- Summarizes and interprets the current and projected financial position of FSIP by analyzing financial information detailing assets, liabilities, and capital; prepares balance sheets, and profit and loss statements.
- Trains personnel engaged in maintaining accounts and records.
- Works with BHSD Billing Specialist in billing reconciliation and reporting processes. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as required.

