



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Grant/Contracts Accountant  
Department: Finance  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: April 27, 2016  
Last Revised: May 9, 2017  
Pay Grade: A16  
Union: AFSCME

#### SUMMARY

Performs a variety of highly responsible professional, technical and analytical activities in support of the Finance Department. Primary duties include accounting, budget preparation, grant management and special projects as assigned. Works under the direction of the Finance Director who reviews work primarily on the basis of results attained. Performs technical accounting work for a complete set of transactions within a functional accounting area(s); develops procedural recommendations and/or accounting projections based on analysis of data; does related work as required. Incumbents in this classification may be required to handle large sums of money. Incumbents in this class are responsible for reviewing work from other departments or sources and verifying its Incumbents are generally expected to independently perform work assignments. Supervision is not normally a responsibility of position.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Remain current on County accounting and financial policies and procedures, internal controls, legal requirements, ordinances, and department policies affecting County financial operations. Interpret financial information to advise management of any applicable changes in procedures to reflect revised requirements.
2. Maintains fiscal records; compiles data and prepares summaries, statements, statistical information and other reports.
3. Prepares and reconciles account balances.
4. Reconciles report discrepancies and problems; makes necessary corrections.
5. Develops fiscal/accounting procedural recommendations, changes and/or projections based on independent analysis and research of data.
6. Works directly with federal and independent auditors to explain transactions or answer questions.

7. Reviews work from other departments or sources for accuracy and conformance with County procedures and general accounting principles; provides technical assistance as required. Effectively communicates adjustments and works in collaboration with the departments served.
8. Ability to work independently and as an effective team member in a professional environment.
9. Provides consultation, advice and direction to various County departments' staff regarding grant and/or contracting issues and methods which will best meet legal requirements and agency objectives; safeguards the integrity of grant administration or contracted services and protects the agency from financial losses due to adverse legal action or audit irregularities.
10. Administers accounting, reporting, and other management requirement with grant recipients or contractors; reviews plans/agreements, schedules, budgets, progress reports, or other grant/contract monitoring instruments to ensure contract or grant project/program performance; may conduct on-site reviews; identifies and resolves problems, assures appropriate and timely correction of grant administration and/or contract compliance issues.
11. Other duties as assigned.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the verification of information received; the application of basic accounting principles, departmental policies and procedures and applicable federal, state and county regulations; and the reconciliation and resolving of discrepancies of fiscal records and reports.

#### SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities, but does act as a liaison with other departments and advises on fiscal process.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of recordkeeping practices used in the day-to-day maintenance of fiscal accounts. Considerable knowledge of general office principles and practices. Knowledge of general accounting principles including double entry bookkeeping. Ability to perform detailed work involving numerical data; apply general accounting principles in resolving problems and verifying accuracy of others' work; make accurate mathematical computations using decimals, fractions and percentages; prepare detailed fiscal reports; establish priorities and organize own workload; maintain effective working relationships with other departments, employees and the general public.

#### EDUCATION AND EXPERIENCE

Associates degree in accounting or related field from accredited college or university and four years progressively responsible experience; or equivalent combination of education and experience. (Bachelor's degree preferred)

#### JOB IMPACT

The most common consequence of error would involve financial loss, including the loss of grant funds due to improper accounting, reporting and/or maintenance of records; possible litigation; and/or public embarrassment.

#### JOB CONTACTS

This position generally has contact with the general public; other county departments; state and federal regulatory agencies; and auditors.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER SKILLS AND ABILITIES

Utilizing computer software to access/update files and to generate reports; the operation of standard office equipment, including ten-key calculator by touch.

#### CERTIFICATES, LICENSES, REGISTRATIONS

None

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

Work is normally performed in an office environment. The position is impacted by the need to meet established deadlines; repetitiveness of tasks; attention to detail/accuracy; uncontrollable work flow, and uncontrollable interruptions and distractions.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds =25lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Operate computer for data entry,correctable vision/ Near vision for details/Close vision & ability to adust focus		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone/Office/Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>