

CITY OF DALY CITY
JOB SPECIFICATION

FINANCIAL ADMINISTRATOR/GRANTS

DEFINITION

Under general direction of a departmental manager or supervisor, provide financial administration of grant funds with liaison duties between a City Department and the Finance Department as well as between the Department and other participating agencies and departments.

EXAMPLES OF DUTIES

Review requests for payment including invoices for staff time and other goods and services. Prepare comprehensive financial reports on a quarterly and as-needed basis. Enter and insure accuracy and timely filing of data into City's accounting system. Respond to audits and other ad-hoc requests for information and documentation. Perform budget projections, reviews, and analysis for accounts based on grants-in-aid. File accurate and timely grant reports and maintain inventory for all grant-purchased equipment. Perform other duties related to the successful implementation of the on-going financial coordination of the grant.

MINIMUM REQUIREMENTS

Knowledge of: Basic grant reporting, government budgeting and accounting. Oral and written communications in English.

Ability to: Work independently; communicate well with specialized professionals such as criminal justice system authorities and state or private grantors; review, comprehend, and prepare governmental financial reports and supporting documents. May be required to pass a comprehensive background investigation and/or be bonded. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or equivalent. An AA or Bachelor's degree with course work in finance, business or accounting is desirable.

Experience: None required.

Age: Must be at least 18 years of age.

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License: Possession of a valid Class C California Driver's License.

R: 02/2007