



**City of Rapid City**  
**Grants Compliance and Financial Reporting Manager**  
**Position Description**

Page 1 of 2

**Job Title:** Grants Compliance and Financial Reporting Manager  
**Department:** Finance  
**Division:** Accounting  
**Reports To:** Deputy Finance Officer  
**FLSA Status:** Exempt  
**Classification:** Non-Union

**Grade:** 22  
**Prepared By:** Pauline Sumption  
**Prepared Date:** 04/18/2013  
**Approved By:** Pauline Sumption  
**Approved Date:** 04/18/2013

**SUMMARY**

Perform financial management and compliance activities for grants. Provides for financial reporting in accordance with generally accepted accounting principles and state statutes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following:

1. Plans, coordinates and administers the preparation of the annual financial operating reports and reviews the Comprehensive Annual Financial Report prior to being submitted to the independent auditors.
2. Serves as liaison with independent auditors.
3. Compile, analyze and review prepared reports, journal entries, business documentation and other financial information for accuracy and compliance with prescribed financial standards, laws and regulations.
4. Oversee the preparation and communication of various reports detailing the City's financial position, results from operations and budgetary performance including the Comprehensive Annual Financial Report and related financial statements; apply financial, statistical and accounting principles to the preparation and analysis of financial reports.
5. Ensure compliance with executive orders, resolutions, ordinances, and state and federal laws including the GASB statements.
6. Furnishes management with timely and accurate financial statements and other management reports.
7. Coordinates the application process for all grants to ensure proper approvals by the City Council prior to application submittal.
8. Ensures and documents compliance with all grant requirements.
9. Performs routine and specialized computer-based accounting and financial activities for the tracking and recording of grant revenues and expenditures.
10. Prepares monthly, quarterly and year-end reports for City departments and as required by state and federal grant provisions.
11. Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories to include but not limited to salaries, percent of effort, indirect costs, materials and equipment.
12. Monitors sub-grantee activity.
13. Reviews financial documents for compliance with federal, state and local laws and City Council Authorization.
14. Establishes and monitors written accounting and internal controls and procedures related to grants.
15. Provides assistance and guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
16. Represents the Finance department at various internal and external meetings providing financial information and direction as necessary.
17. Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

**SUPERVISORY RESPONSIBILITIES**

Manages one subordinate supervisor who supervises a total of one employee in the Retired Senior Volunteer Program. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to



## City of Rapid City Grants Compliance and Financial Reporting Manager Position Description

Page 2 of 2

enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree from four-year college or university in Business, Finance, Accounting, Public Administration, or related field and five years directly related experience; to include two years experience supervising major accounting functions. Experience in governmental accounting and financial reporting, fiscal management or grant administration desirable.

**Communication Skills:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer and Administrative Skills:** Knowledgeable of Microsoft Office products or similar products, must be proficient with 10-key; ability to learn specific programs related to municipal government.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) with experience in public sector preferred.

**Physical Demands:** The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **OTHER SKILLS AND ABILITIES**

Demonstrated in-depth knowledge of the application of accounting principles and practices of municipal financial management, accounting, financial reporting and auditing. Knowledge of Generally Accepted Accounting Principles. Ability to analyze financial data and draw logical conclusions; to keep records and write reports. Ability to interpret and apply laws and regulations pertaining to financial records and grant compliance.