

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: GRANTS COORDINATOR/ACCOUNTS  
PAYABLE ACCOUNTANT**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and financial work associated with grant administration, including grant applications, monitoring of grant activities, administration of grant funds, and processing accounts payable documentation. Duties and responsibilities include identifying projects requiring grant funding assistance, identifying opportunities for potential grant funding, developing grant proposals, presenting proposals to officials, administering approved grants, monitoring grant expenditures, ensuring accuracy of accounts payable documentation, researching discrepancies, assigning invoices to proper accounts, posting payables to ledger, completing required reports, processing documentation, and maintaining records. Reports to Finance Director.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Develops, writes, administers, and monitors financial activities of grant-funding opportunities to derive additional sources of income from local, state, and federal agencies or from private/philanthropic resources.

Ensures compliance with guidelines of granting agents and with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Coordinates grant-related activities with those of other departments, county officials, outside agencies, or others as needed; meets with department managers and county officials to obtain direction in areas in greatest need of funding; provides assistance to other departments in coordination of grant activities; monitors activities of other departments to prevent problems involving grant compliance.

Develops grant proposals for new projects, ongoing projects, or emergency needs; prepares necessary documentation to substantiate funding requests.

Develops grants relating to specific needs or concerns; coordinates communication of needs/concerns to department management, county officials, and/or the public.

Researches various media sources to identify grant funding opportunities and to determine availability of grant funding for county departments, divisions, or programs; reviews newsletters, publications, congressional records, internet web locations, libraries, and other sources; researches specific conditions and qualifications of each grant opportunities in relation to state laws, federal guidelines, and county policies; determines whether to apply for various grant programs.

Prepares grant letters, grant applications, and related documentation in prescribed format as directed by grant outlines or instructions.

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Projects expenses and related cost revenue associated with each grant or proposal in a timeline progression in the grant life.

Develops grant proposals and presents to appropriate committees, department officials, financial officials, county officials, and/or other individuals; develops persuasive, compelling proposals designed to win competitions against proposals from other agencies; provides oral presentations, prospectus letters, or other information to influence corporate boards and legislative bodies in raising awareness and support for funding of a proposal.

Coordinates financial administration of grant funds; ensures completion of required financial reports in accordance with grant/contract guidelines; prepares status reports on progress of projects and submits to appropriate individuals or agencies; determines whether expenditures are allowable under grant guidelines; reviews purchase requests, ensures availability of adequate funds in approved budget, and forwards approved purchase requests for processing; maintains accurate, documented paper trail of pre-approvals, purchase orders, and receipts related to expenditure of grant funds.

Provides necessary information to county financial personnel to estimate grant revenue in the county's annual budget process; provides updated information and amendments.

Coordinates and oversees grant accounts and activities; continually assesses projects through development stages; resolves problems that arise; develops strategies and pursues alternatives to improve concept of projects.

Maintains files relative to each grant; maintains records of grant applications, awards, all required reports, expenditures, and related documentation.

Prepares grant-related information required by external auditors and/or program monitors.

Compiles or monitors various administrative or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Prepares required reports/documentation and submits to appropriate agencies/individuals.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, budget entries, balancing accounts, researching financial discrepancies, correcting data errors, posting financial data, or maintaining financial records.

Processes accounts payables for school federal projects; sets up ledger accounts for all new federal projects, for building program projects, and educational capital projects; receives invoices, purchase orders, payment contracts, and related documentation; reviews documentation for accuracy and completeness; verifies signatures, makes necessary calculations, and ensures assignment to proper budget accounts; reconciles vendor statements; researches discrepancies or missing information; enters data into computerized financial system and balances/verifies data; generates checks and reports; maintains records; communicates with vendors regarding invoices, billing problems, or other issues.

Processes accounts payable checks; processes checks through check signing machine; prepares checks for mailing/distribution; processes voids and stop payments; reconciles outstanding checks.

Posts payables to general ledger; reviews/audits accounts payable documentation to ensure accuracy.

Provides general/financial support to the department.

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Prepares or completes various forms, reports, correspondence, grant proposals, grant letters, grant applications, budget documents, charts, diagrams, spreadsheets, or other documents.

Receives various forms, reports, correspondence, grant documents, purchase requests, budget documents, statistical data, accounting guidelines, policies, regulations, law books, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, financial, or other software programs.

Communicates with supervisor, county officials, employees, other departments, federal/state government agencies, funding agencies/foundations, source persons, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Attends continuing professional education (CPE) training to stay up to date with accounting policies and knowledge as needed.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes grant administration/coordination, grant writing, governmental or general accounting, budgeting, statistical analysis, organizational planning, research, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Writing Aptitude:** Requires the ability to communicate grant proposals, ongoing projects, reports, and needs/concerns through writing.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours: .5 Maximum Continuous Time: 3 minutes**

**2. SITTING**

**Estimated Total Hours: 6 Maximum Continuous Time: 2**

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. REACHING

Tasks: Filing

Hands Used: RIGHT X LEFT BOTH

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date