



**JOB ANNOUNCEMENT**

**POSITION TITLE AND DEPARTMENT/DIVISION:**

Accounting and Grant Specialist with Finance Department

**POSITION LOCATION:**

The Accounting and Grant Specialist position may be based in Saint Paul Island, Alaska or a remote telecommuting position.

**POSITION CLASSIFICATION AND HOURS:**

The Accounting and Grant Specialist position is an exempt, regular full-time position up to 40 hours per week. The work hours for this position may vary.

**POSITION DURATION:**

The duration of employment for the Accounting and Grant Specialist position is expected to last 4 to 6 years depending on the grant funding and future funding.

**POSITION BACKGROUND SUMMARY:**

The City of Saint Paul, Alaska has received several grants to improve critical infrastructure in our community, ranging from water, wastewater, electrical, and bulk fuel utilities. The Accounting and Grant Specialist will assist with financial management of these various grant funded projects.

The Accounting and Grant Specialist, under the direction of the Finance Director, Accounting Supervisor, or designee, performs accounting and financial management for the various grants the City has received, including but not limited to performing fiscal and budget analysis, reconciliations, and postings, purchasing, preparation of financial statements, reports for the grants. The Accounting and Grant Specialist may take functional direction from the City Manager, Grants Coordinator, and/or Project Manager.

The Accounting and Grant Specialist considered a mid-level position where work is performed according to established procedures with little variance from those procedures required. This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies, and organizations.

The Accounting and Grant Specialist position requires a tactful, pleasant, courteous, and diplomatic manner, and a neat appearance.

**ESSENTIAL JOB FUNCTIONS:**

The following are essential job functions of the Accounting and Grant Specialist:

1. Check purchase orders for grant purchases to make sure they are allowable expenditures under grant budget line items and process grant related purchases.
2. Run tribal balances each month for each grant to figure expenditures for each report, gather invoices, checks, journal entries, and copy for grantor and grant files.
3. Update report spreadsheets with monthly expenditures, insuring budget line items are in compliance with the grant requirements.
4. Monitor grant balance(s), track matching funds and/or in-kind contributions adjusting journal entries for grant funds transfers/payment requests.
5. Prepare financial grant reports and ensure report requirement compliance.



6. Submission of fund advance and reimbursement requests for the grants.
7. Assist with tracking pending grants, open files for pending grants, ensure knowledge of reporting requirements and deadline dates during application process.
8. Assists with asset tracking and reporting for grant-related purchases.
9. Assists with month-end year-end, and fund/grant close out.
10. Assists with managing grant and contract files.
11. Performs other duties as needed or assigned by the Finance Director, Accounting Supervisor, or designee.

**REQUIRED QUALIFICATIONS:**

1. High school education or equivalent.
2. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
3. Five or more years of proven work experience in accounting.
4. Experience with accounting software (e.g., MOMs, Accufund, Quickbooks).
5. Strong computer skills, MS Excel in particular (managing spreadsheets, creating charts, and using advanced formulas).
6. Solid knowledge of bookkeeping and accounting principles, laws, and regulations.
7. Excellent analytical skills to manage large amounts of data.
8. Attention to detail and accuracy.
9. Ability to prioritize work. Communicates effectively, both verbally and in writing, understands and follows oral and written instructions.
10. Ability to create and maintain moderately complex records; enter data; access, retrieve, compile, and analyze information; sort, separate, arrange, file, and distribute various reports, files, and materials; and operate basic office equipment including a personal computer, printer, telephone, and copier.
11. Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, and guidelines.
12. Sets priorities, organizes, and remains efficient and flexible in the performance of multiple tasks/priorities while completing all assignments in a timely manner.
13. Takes sufficient notes at meetings to prepare an accurate record of events.
14. Maintains and handles confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact and within the parameters of law enforcement ethics.
15. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
16. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
17. Other combinations of education and experience that could provide the competencies, knowledge, skills, and abilities listed.

**PREFERRED QUALIFICATIONS:**

1. Associate's degree in accounting or finance.
2. Accounting certification (e.g., CMA or CPA).

**WAGE AND BENEFITS:**

This is an hourly wage position ranging from \$22.96 to \$40.62 per hour, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING OR TELECOMMUNING:**

If the selected applicant is willing to relocate to Saint Paul Island, Alaska, a relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$500.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

If selected applicant is not willing to relocate to Saint Paul Island, Alaska this position may be based anywhere within the United States. The City shall provide this position with a laptop computer and compensate for internet and telephone communications. This position must abide by the City's telecommunicating policy and sign a telecommuting agreement.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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