



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: February 10, 2023
Subject: Limited-Service Position Request – JFO #3138

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3138: One (1) limited-service position, Statewide Grants Administrator, to the Agency of Administration, Department of Finance and Management to cover increased grant activity due to the Covid-19 pandemic. The position is funded through Act 185 of 2022. Sec G.801 of the Act appropriates ARPA funds for administrative costs related to the pandemic. This position is funded through 12/31/2026. *[Received February 9, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by March 1, 2023, we will assume that you agree to consider as final the Governor's acceptance of this request.

STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Finance & Management Date: 01/09/2023

Name and Phone (of the person completing this request): John Becker (802)-828-0678

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # ARPA - Act 185

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Coronavirus State Fiscal Recovery Funds - ARPA Administrative Funds - SFY 23 Big Bill - Act 185 G.801

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Statewide Grants Administrator	1	F&M/Reporting	12/31/2026

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

Due to the amount of pandemic federal funding received by the State, the Department of Finance & Management has an overwhelming need for a Limited-Service position to monitor and oversee the grant financial management activities within the State. This position will perform administrative activities to help ensure monitoring plans are in place on a statewide basis by working with departments and agencies to review granting plans and provide guidance to ensure they follow federal uniform guidance and ARPA specific regulations. This position will various perform financial activities, such as ARPA expenses reconciliation, federal reporting, SEFA preparation, and Single Audit duties.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Hardy Merrill Digitally signed by Hardy Merrill
Date: 2023.01.19 09:06:48 -05'00'

Signature of Agency or Department Head _____ Date _____

Aimee Pope Digitally signed by Aimee Pope
Date: 2023.01.19 11:38:19 -05'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin Digitally signed by Adam Greshin
Date: 2023.01.24 17:14:25 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Douglas Farnham
43948B1C0A36A15

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 2/8/23

Comments:

VERMONT DEPARTMENT OF PERSONNEL
**Request for Classification Review
Position Description Form A**

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp)
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
Classification Analyst _____	Date _____
Comments:	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The Department of Finance & Management is requesting a limited service position for a Statewide Grants Administrator due to the increased workload from the unprecedented amounts of federal funding received and being granted by the State related to the federal pandemic funding.

The key duties and responsibilities of the Statewide Grants Administrator are listed below:

Grants Subject Matter Expert: This position serves as a subject matter expert in the area of federal grants management at the State level. It requires thorough knowledge of U.S. Office of Management and Budget (OMB) regulations and other Federal laws and regulations pertaining to the receipt and expenditure of Federal funds. The duties performed by this position are exclusive to the position and are not performed at this comprehensive level by any other position in State government. This position's unique role is critical to the State's ability to obtain Federal funding for programs across State government in that it performs functions required by Federal regulations which facilitates the receipt of Federal revenues by State agencies and departments. The position provides guidance to departments and agencies on federal regulations to help ensure compliance with the various federal programs.

Single Audit: Each year, the State has a "single audit" conducted in accordance with OMB Uniform Guidance. This audit is specific to Federal grants and is conducted by an outside audit firm, CLA. A required component of the audit report is the Schedule of Expenditure of Federal Awards (SEFA). This report lists each Federal program granted to the State and the amount of expenditures against it during the State fiscal year. It is this position's responsibility to compile and submit this report to CLA, to work with CLA during the audit to ensure the accuracy of the SEFA, and to submit the final Single Audit Reporting Package to the Federal Audit Clearinghouse. When the SEFA is compiled, all agencies and departments prepare their individual sections and submit them to this position for review, to be reconciled to VISION, and for inclusion in the statewide report. During the SEFA compilation process, there is significant interaction with Financial Directors in agencies and departments to ensure that the report is submitted both timely and accurately. Total expenditures reported on the 2022 SEFA were approximately \$3.5 billion.

In addition to the SEFA, this position is responsible for responding to single audit findings follow-up requests by various Federal agencies. After the final audit report is submitted to the Federal Audit Clearinghouse, Federal agencies review the report and request status updates and other follow-up information from the State in order to issue a formal management decision on each audit finding. Many of these requests are sent by Federal agencies to the Commissioner and he requires this position to review the findings with the affected department, to draft an updated response, and to communicate with the Federal agency on its resolution. Interaction includes working with the Financial Director of each agency and department to draft the response, review of the final response with the Commissioner, and may include communication with Federal agency officials, as needed.

Subrecipient Monitoring & Grants Management: This position oversees the VISION Grant Tracking module which is a customized grants database and subrecipient monitoring tool used by all State of Vermont departments. On an ongoing basis, this position oversees departments' use of the module (including troubleshooting technical issues as needed), is the State's main point of contact for subrecipient monitoring activities, and produces grants reports for publication on the Finance & Management website. Subrecipient monitoring activities include continual communication with external grantees via formal letters, phone calls and email receipt and processing of annual reports from external grantees, and communication with departmental staff on grants and monitoring activities. This position is required to have a thorough, working, knowledge of all subrecipient and single audit requirements in order to communicate effectively with internal grants staff, external subrecipients, and their CPA Auditors. Subrecipient monitoring activities are one of the areas reviewed during the State's Single Audit and this position is instrumental in maintaining statewide compliance with these regulations.

Statewide Cost Allocation Plan: Every state is required by Federal regulation (OMB Circular A-87 and the Uniform Guidance) to have a Statewide Cost Allocation Plan (SWCAP) in place which allocates statewide indirect costs to its departments and, in turn, to their Federal programs. The SWCAP is a series of documents that reports detailed expenses and allocation methodologies for numerous statewide cost pools such as the State Treasurer's Office, Department of Human Resources, depreciation, etc. The SWCAP is submitted to the U.S. Department of Health and Human Services (HHS) where it is reviewed, negotiated and approved. Upon approval, departments may use it to charge statewide indirect costs to their Federal programs. The SWCAP submission is signed by the Commissioner, but all negotiation occurs between this position and HHS officials. Completion of the SWCAP requires thorough knowledge of Federal regulations and the ability to apply these regulations to Vermont's cost pools. This position is also used as a resource by departments when preparing their own Indirect Cost Plans for their Federal agencies and by the Budget & Management division when researching changes to the way Internal Service Funds are budgeted and managed.

Cash Management Improvement Act: Every state is required by the federal Cash Management Improvement Act (CMIA) to designate a CMIA Coordinator and to have an approved Treasury/State Agreement (TSA) in place. This position serves as Vermont's CMIA Coordinator with responsibility for creating, submitting and negotiating the annual TSA with the U.S. Treasury. Preparation of the TSA involves working with all agency and department Financial Directors to analyze their largest federal programs and to develop procedures that are in accordance with CMIA regulations, therefore, a thorough understanding of the CMIA regulations and of departments' procedures is necessary. The CMIA Coordinator is also responsible for preparing and submitting an annual interest report to the U.S. Treasury. This is a required report that substantiates Vermont's agencies and departments compliance with these regulations. Failure of the State to comply with these regulations could jeopardize the receipt of Federal funds by all State

departments

Policy Development: This position drafts statewide financial policies as needed. Development of statewide policies requires a thorough knowledge of the State and Federal requirements/regulations, and the ability to translate these requirements into a coherent and comprehensive policy document. For example, updating the Bulletin 5 related to grants to ensure compliance with federal regulations.

VISION Report Development: This position creates new queries and nVision reports in the VISION system at the request of agency and departmental business office staff. This position works with departments to draft report specifications and then develops and tests the report before making it available to departments. Work in this area requires a thorough knowledge of VISION reporting tools and also a thorough knowledge of how the data in the tables is organized.

Statewide Reporting: This position is responsible for publishing various reports on the Finance & Management website such as Statewide Payments and Grants Issued and for responding to information requests by various external entities such as the U.S. Census Bureau. In the case of Statewide Payments, this position must ensure that confidential information is excluded from the report which requires communication with departmental Financial Directors and careful preparation of the report.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will work closely with: Commissioner of Finance & Management, Director of Statewide Reporting, AOA Deputy Secretary, Chief Performance Officer, AOA Deputy CFO, ARPA Financial and Reporting Team, and the State's outside auditors to meet all federal and state requirements to ensure we are in compliance with the Single and Federal Audit requirements for the ARPA, ERAP and other COVID related funds received and granted by the State of Vermont.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

No

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and

other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

Not at this time.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position works independently and day-to-day work is self-directed with minimal supervision. The general duties have been assigned, but the way in which the incumbent performs these duties and when they are performed is completely up to the incumbent. The SEFA, SWCAP and CMIA Interest Report are reviewed by the supervisor before submission, draft policies are reviewed by the Commissioner's Office before publication, and letters pertaining to single audit review are reviewed by the Commissioner before submission. Statewide reports and subrecipient monitoring activities are not generally reviewed and latitude has been given to the incumbent to work completely independently in these areas.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

This new position would require professional communication skills and the ability to work with many statewide constituents with a variety of priorities to provide instruction and oversight. They would work as a individually and as a team with those mentioned above to administer, track and comply with a variety of federal and state requirements. They will need strong communication, project management, and financial data management and reporting skills using Microsoft Excel and other software packages as well as the ability to interpret a variety of technical compliance documents and work with constituents to manage statewide reporting and compliance. This will be a detail oriented position with many competing priorities and projects happening simultaneously.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

To ensure compliance and appropriate monitoring of all COVID 19 related federal funds including ARPA, ERAP and any other similar federal grants flowing through the State of Vermont to meet state and federal standards and requirements.

Produce timely and accurate reports using the VISION system and other data, and execute financial management analysis and devise solutions to complex problems. When producing statewide expenditure reports, it is crucial that confidential expenditure information is not released. Data in these reports is used by multiple outside entities and release of confidential information would be harmful to clients and beneficiaries of state programs and would violate numerous State and Federal statutes and regulations.

Most reports are subject to either federal review or audit review at the state level and accuracy and timeliness are crucial.

Must be able to communicate effectively and establish and maintain effective working relationships with a wide variety of individuals.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

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- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

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Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Independent work involving complicated federal and state requirements including the collection and manipulation and verification of large volumes of data relating to these funds which will need to be interpreted and synthesized for others internal and external to the State of Vermont.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

This position must be detail oriented with ability to review, interpret and create complex guidance and requirements and must have thorough accounting and financial management skills. Also, this position must possess excellent verbal and written communication skills and work independently and be timely, meeting audit, federal and state requirements and assisting others in the same.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

RFR is complete and accurate, this is an existing job spec at PG 30.

4. Suggested Title and/or Pay Grade:

Statewide Grants Administrator PG 30

Supervisor's Signature (**required**): John M Becker Digitally signed by John M Becker
Date: 2023.01.12 11:00:27 -05'00' Date: _____

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

No

Suggested Title and/or Pay Grade:

Statewide Grants Administrator PG 30

Personnel Administrator's Signature (required): Margaret Loftus Date: 1/19/23

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

RFR is complete and accurate, recommend approval.

Suggested Title and/or Pay Grade:

Statewide Grants Administrator PG 30

Hardy Merrill Digitally signed by Hardy Merrill
Date: 2023.01.19 09:08:28 -05'00'

Appointing Authority or Authorized Representative Signature (required)

Date

Request for Limited-Service Position Number for Recruitment

Legislative Approval: 2022 Act 185, Sec. G.801 --See Below.

End Date: 12/31/2026 (ARPA Fund Program End Date)

Classified Position—Job Code 013300 - Statewide Grants Administrator

Dept Id: 1115001000

Work Group: P38EX840S

Time Reporter Group: 02FIN07

Task Group: FINOPSARPA

Reports to Position: 020046 (Director of Statewide Reporting – John Becker)

Organizational Chart: Attached

Job Specification: Attached

Location: 05609-3100

Act 185 (2022)

Sec. G.100 MULTIYEAR FUNDING PRIORITIES INTENT (a) The appropriations of ARPA – Coronavirus State Fiscal Recovery Funds in made in Secs. G.300–G.700 of this act by categorical areas are made consistent with the intent expressed in Sec. G.100 of 2021 Acts and Resolves No. 74 (the Big Bill), and reiterated in 2022 Acts and Resolves No. 83, Sec. 67a. In some cases, other funding sources are included or are referenced for specific programs or projects providing comprehensive funding by category. All appropriations of ARPA funds in this act are made only to the extent permitted by federal law and guidance. Appropriations not expended in fiscal year 2023 shall carry forward.

Sec. G.801 APPROPRIATION FOR ADMINISTRATIVE COSTS (a) \$10,500,000 in fiscal year 2023 is appropriated from the American Rescue Plan Act - Coronavirus State Fiscal Recovery Funds to the Agency of Administration to be distributed as needed to address the statewide costs of administering these funds, including the costs of related limited-service positions, and contracting for programs and services.

Statewide Grants Administrator

Job Code	013300
Pay Plan	Classified
Pay Grade	30
Occupational Category	Non-Management
Effective Date	07/17/2014
Class Definition	<p>Managerial, technical and consultative work involving state and federal grant administration and financial reporting for the Department of Finance and Management. Positions in this class serve as a lead in managing the Single Audit process for the Department of Finance and Management. Work is performed under the general direction of the Director of Statewide Reporting.</p>
Examples of Work	<p>Serve as a subject matter expert in the area of federal grants management at the State level and acts as a resource to departments and external grant recipients on state and federal grant compliance requirements.</p> <p>Prepare the Schedule of Expenditure of Federal Awards (SEFA), annual Treasury-State Cash Management Agreement, and Statewide Cost Allocation Plan (SWCAP). Prepares a variety of statewide financial reports which are submitted to federal agencies and/or published on the Vermont Data Portal. Create or update statewide financial policies. Develop VISION queries and reports. Use VISION Grant Tracking module for Subrecipient Monitoring. Prepare quarterly and annual financial reports for the U.S. Census Bureau. Prepare quarterly statewide payments reports and annual grants report. Prepare footnotes or schedules for the Annual Comprehensive Financial Report. Communicate effectively with all level of State government personnel, external auditors, and other Federal or Municipal government officials. Perform related duties as required.</p>
Environmental Factors	<p>Duties are performed in a standard professional office setting. Work outside of normal duty hours may be necessary during periods of heavy workload. Testimony before legislative committees may be required.</p>
Knowledge, Skills and Abilities	<p>Thorough knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance").</p> <p>Thorough knowledge of the requirements of the Cash Management Improvement Act.</p> <p>Thorough knowledge of accounting principles and practices, with particular emphasis upon generally accepted governmental accounting principles (i.e. GAAP).</p> <p>Thorough knowledge of grants administration and management</p>

	<p>practices, including Agency of Administration Bulletin 5. Thorough knowledge of single audit requirements. Ability to correctly interpret and apply complex laws and regulations to program situations. Ability to prepare a variety of complex financial reports and documents. Considerable knowledge of budget procedures and fiscal affair management practices Considerable knowledge of governmental accounting and appropriation management. Experience with integrated accounting system, PeopleSoft preferred. Considerable experience with the use of Microsoft Office programs. Ability to communicate effectively, both orally and in writing. Ability to plan and execute difficult financial management analysis and to devise solutions to complex problems. Working knowledge of VISION processing. Ability to establish and maintain effective working relationships.</p>
Minimum Qualifications	<p>Bachelor's degree AND six (6) or more years professional level experience in governmental accounting, auditing or financial management. OR Associate degree AND eight (8) years or more of professional level experience in governmental accounting, auditing, or financial management. OR A Master's degree in business or public administration or a Certified Public Accountant license AND four (4) years or more of professional level experience in governmental accounting, auditing, or financial management.</p>
Preferred Qualifications	n/a
Special Requirements	n/a

Agency of Administration (AOA), Department of Finance & Management (DFM)

**External DFM
Organizational Chart
DRAFT 2023**

IC Best Practice
Series # 14

