



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	Staff Accountant (Grants)	Posting Date:	OPEN
Division:	Business Services	Supervisor:	Business Services Director
Shift:	8:00am – 5:00pm	Salary:	Starting at \$52,983.44 (Grade 22)
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Responsible for complete lifecycle of the Agency's grants, from pre-award research through post-award grant closeout; • Performs relevant research to identify viable grant opportunities and identify strategies to optimize grant awards; • Writes and applies for grants on an on-going basis, and renew annual grants; • Responsible for grant reporting and compliance to include (but not limited to) preparation and submission of grant reimbursement, preparation of annual grant confirmations for auditors, preparation of annual Schedule of Expenditures of Federal Awards (SEFA); • Maintains record of all grant payments and receivables. Reconciles grant revenues and expenditures to general ledger on a monthly basis; • Complies with federal, state, and agency policies, procedures, and regulations; • Responsible for formula-based grants with a predetermined award, and the continuation and renewal of grants and pass-through grants; • Responsible for administration, oversight, and compliance of grants, including general ledger review, funder initiated site visits, audits, monitoring visits and desk audits; • Works with the BOCC and other agencies with pass through grants as applicable; • Maintains financial security by following internal controls and adhering to General Orders regarding accounting and finance functions; • Performs all other duties as assigned. 			
MINIMUM QUALIFICATIONS:			
<ul style="list-style-type: none"> • Graduation from High School or possession of a High School Equivalency Diploma recognized by the State of Florida; AND EITHER • Graduation from a regionally accredited college or university with a Bachelor's degree in Accounting, Business or related field AND one (1) year of experience in grant management or related field; OR • Graduation from a regionally accredited college or university with an Associate's degree in Accounting, Business or related field AND three (3) years of experience in grant management or related field; OR • Five (5) years' experience in Grant Management 			
HOW TO APPLY:			
<p>Interested and qualified applicants should download the application from http://www.flaglersheriff.com/join-fcso/application and submit the completed application to careers@flaglersheriff.com.</p> <p>If more information is required, please contact Human Resources at 386-586-4822</p>			

The Flagler County Sheriff's Office is committed to providing its citizens with a diverse, competent, trained, and professional workforce by hiring highly qualified candidates. The FCSO is an Equal Opportunity Employer and strives to reflect the diversity found in the community we serve.