

POSITION VACANCY

**APPLICATIONS FROM *IN-HOUSE APPLICANTS ONLY* WILL BE ACCEPTED
BEGINNING DECEMBER 9, 2024 THROUGH DECEMBER 13, 2024.**

**APPLICATIONS FROM THE PUBLIC WILL BE ACCEPTED BEGINNING
DECEMBER 16, 2024 OR THE POSITION IS FILLED.**

JOB TITLE: Grant Clerk, #10709

(Position is not available until 01-03-2025)

Date Posted:	December 9, 2024
Department:	Auditor
Hours:	40 hrs. per week
Salary:	\$20.40/hour (2025 Salary)

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Grant Clerk for the Wayne County Auditor's Office, responsible for maintaining grant financial records.

DUTIES:

Serves as Grant Clerk for the Auditor's Office.

Monitors all County grants ensuring compliance with granting agency requirements, including but not limited to, tracking appropriations, monitoring drawdowns and expenditures for appropriate amount and time, and verifying use of grant funds.

Verifies dates, and appropriations, maintains accounts, and fund balances, accurate ledgers, recording payments, and reviewing discrepancies.

Assists grantee departments with requirement regarding accepted budgets and appropriations and assists with close-out procedures for grant programs being terminated.

Prepares various reports, including financial reports, reports of collections, and grant fund reports, ensuring reports are completed correctly.

Develops and maintains grant budget spreadsheets and creates visual illustrations to be utilized for other departmental functions as needed.

Develops systems to account for and maintain records of financial transactions and maintaining subsidiary accounts by establishing accounts, posting transactions, ensuring grant compliance, and reconciling entries, including defining bookkeeping policies and procedures.

Maintains historical records by filing documents.

Complies with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports, and advising management on needed actions.

Prepares for and attends annual audit by State Board of Accounts as required.

Answers telephone calls and greets and assists office visitors, providing information, and assistance, taking messages, and/or transferring to appropriate individuals or departments.

Performs various clerical duties as assigned, such as typing and preparing correspondence, forms, data entry, and various reports, making copies, and County claims preparation.

Attends and/or participates in staff training, conferences, and other professional development.

Performs duties of other Department personnel in their absence or as assigned.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with accounting experience preferred.

Working knowledge of standard office procedures, bookkeeping procedures, and budgeting, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and pronunciation and the ability to complete reports within department deadlines.

Working knowledge of grant processes and ability to ensure grant compliance, reporting and recordkeeping in a timely manner.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, grantees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including computer, calculator, fax machine, postage meter, scanner, copier, and telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic operations, such as taxes and assessments.

Ability to compile, collate, and classify data and make determinations based on data analysis.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to regularly work extended hours and occasionally work weekends and evenings.

II. RESPONSIBILITY:

Incumbent performs standard recurring duties with assignments guided by broad policies and/or general objectives. Incumbent receives general supervision with work priorities primarily determined by a flexible, customary routine and seasonal deadline. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors are primarily detected or prevented through standard bookkeeping checks and/or notification from other departments, State Board of Accounts, or the public. Undetected errors may result in loss of time to correct error, work delays in other departments or agencies, inconvenience to other agencies or the public, and/or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Maintains frequent communications with co-workers, other County departments, grantees, and the public for the purposes of exchanging information and rendering service.

Incumbent reports directly to the Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, keyboarding, speaking clearly, and hearing sounds/communication.

Incumbent is regularly required to work extended hours and occasionally required to work weekends and evenings.

**APPLY AT: HUMAN RESOURCES
WAYNE COUNTY GOVERNMENT
401 E. MAIN STREET
RICHMOND, IN 47374**

ONLINE: <https://www.co.wayne.in.us/web/jobs/index.php>

***WAYNE COUNTY IS AN
EQUAL OPPORTUNITY EMPLOYER***