

SNOHOMISH COUNTY JOB DESCRIPTION

FUNDING COMPLIANCE SPECIALIST, LEAD

Spec No. 3295

BASIC FUNCTION

To plan and administer the grant/loan, reimbursement and mitigation programs in support of the Public Works Annual Construction Programs and other services provided by the department on a reimbursable basis. Supports public works management of construction programs by collecting, analyzing and reporting project activity in reimbursable and grant funded projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, implements, and manages systems to track, bill and collect expenses on Public Works projects and services from other agencies.
2. Ensures timely submittal of reimbursement requests to FEMA following a disaster event; including collecting damage and cost estimates from field personnel, submitting information on appropriate forms and following up and coordinating requests for additional information.
3. Leads or works as part of various inter-divisional teams involved in the development, implementation of grant, mitigation, reimbursable programs.
4. Manages the allocation of collected mitigation funds to eligible projects and maintains accurate records for the tracking of mitigation expenses.
5. Prepares monitoring reports for public works management on the status of grant funded programs and assists in early identification of implementation issues.
6. Identifies, analyzes and resolves issues and problems in program activity affecting the timely collection of revenues.
7. Works with all funding and purchasing agencies to resolve issues and problems.
8. Monitors all Public Works construction programs to assist in maximizing opportunities to collect revenues to reimburse public works contracts.
9. Prepares or supervises the preparation of bills, invoices, and summaries for accounts receivable for public works construction projects.
10. Ensures the accuracy and compliance with regulations of all bills and invoices for reimbursable charges.
11. Serves as lead for Public Works in working with the State Auditor's audit of construction programs and ensures compliance with appropriate audit standards.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

- 12. Supervises the production and use of specialized SFG Financial reports on construction projects for funding purposes to maintain compliance with funding regulations and limits; serves as lead on correction of SFG charges; answers questions and helps interpret information on
- 13. SFG reports related to funding activities.

STATEMENT OF OTHER JOB DUTIES

- 14. Assists Funding Coordinator in writing loan applications and funding documents; prepares funding agreements, prospectuses, supplements, grant applications and loan applications to governmental agencies for construction projects; reviews and analyzes budget calculations for accuracy.
- 15. Assists Funding Coordinator in scheduling and implementing the annual grant/loan effort.
- 16. Serves as Job Costing Coordinator for Public Works and the County.
- 17. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelors degree in Accounting, Business Administration, Economics, Public Administration, AND two (2) years experience in administering complex billing and collection systems for grant programs; OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- accounting principles, practices and techniques related to area of assignment;
- federal and state grant funding and accounting requirements;
- budgetary principles, practices and procedures;
- billing and invoicing principles, practices and procedures;
- the use of computer technology as it relates to data management and reporting concepts;
- Microsoft Office applications, especially spreadsheets and databases;

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KNOWLEDGE AND ABILITIES (continued)

• specialized SFG reports, especially the job cost system, and Oracle reporting programs.
Ability to:

- work independently with a minimum of supervision;
- organize workloads, handle multiple tasks, prioritize duties,
- work under pressure and meet deadlines;
- understand and apply applicable auditing requirements;
- prepare the various documents needed for preparing grant and loan applications;
- coordinate financial and funding activities;
- establish effective working relationships with county staff, public officials, and with the general public.
- work in a team environment across organizational lines of authority
- integrate different software tools to facilitate moving information and data from one system to another.

SUPERVISION

Employee receives general supervision from a supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy. Position formally leads two to three other staff members and will frequently lead task groups of other employees to develop systems or to resolve problems associated with the responsibilities of the position.

WORKING CONDITIONS

The work is performed in the usual office environment, with occasional trips to consult with contracting and funding agencies. May involve some field trips to project sites or damaged areas when coordinating with FEMA and other agencies.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2001
EEO Category: 3 - Technicians
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous