Grants Analyst
(Entry-Level and Promotional)

ENTRY-LEVEL SALARY: $51,826.00 annually
PAY GRADE RANGE: $51,826.00 - $78,931.00 annually (Pay Grade 9)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on Monday, March 16, 2020:

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.
POSITION DESCRIPTION
City of Knoxville

Class Title: Financial Analyst II – Grants Analyst
Working Title: Incumbent: vacant
PCN: Created: 11/05/2007
Updated: 3/4/2020

GENERAL DESCRIPTION
Under general supervision, performs a variety of financial analyses within the following three major functional areas of the Finance Department: accounting, budget and cost control, and grant management. Although assigned to a particular area, works as part of the Finance Team to resolve individual and departmental issues. Assignments may vary depending on seasonal conditions, schedule rotation, and/or departmental priorities.

ESSENTIAL FUNCTIONS
Prepares proposed and final annual departmental budgets that includes formulating expenditure and revenue projections (e.g. prepares cash flow forecasts, performs expenditure analyses, audits documents, etc.).

Monitors, updates, and documents changes to existing departmental budgets, grants, and contracts as needed (e.g. prepares daily accounting/budget journal entries and amendments, processes paperwork including closing-out or renewing expired contracts, checks recalculations for accuracy, balances accounts, etc.).

Reconciles and documents bank statements, trustee statements, cash, investments, taxes, etc.; prepares debt schedules and establishes payment procedures, authorizing direct payments and/or interdepartmental transfers, etc.

Reviews and evaluates requests for various city contracts, personnel, and services (i.e. audit check requests).

Prepares spreadsheets, runs various financial reports, and distributes them as needed.

Resolves budgeting and reconciliation questions/issues via interacting with other departments' representatives.

Collaborates with other Financial Analysts to establish and monitor new and existing policies and procedures regarding budgeting, accounting, and cash management.

Performs management studies (i.e. statistical research and evaluation) on City operations.

Oversees payroll operations, performs payroll accounting, and related functions.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES
ACCOUNTING: Knowledge of general governmental accounting principles and procedures.

BUDGETING: Knowledge of budgeting preparation, control, and analysis.

COMPUTER SOFTWARE OPERATION: Ability to operate various computer software programs (i.e. Orbit, Word, Excel, Groupwise, People Soft, and Internet).

MAINTAINING WORK RELATIONSHIPS: Ability to establish and maintain effective working relationships with team members and other departments' representatives.

FINANCE DEPARTMENT POLICIES: Knowledge of the City Finance Department's policies and procedures.

ORAL AND WRITTEN COMMUNICATION: Ability to communicate both orally and in writing.

RESEARCH: Skill in research and analysis.

STATISTICS: Basic knowledge of statistics.

MATHEMATICS: Skill in mathematics.

RECORD KEEPING: Ability to maintain accurate records and documentations.
PHYSICAL REQUIREMENTS
This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS
Uses logic and/or scientific thinking to define problems, collect and analyze information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM QUALIFICATIONS
Graduation from a CHEA accredited four-year college or university with a degree in finance, business administration, public administration, or a related field, AND two (2) years of progressively responsible work experience in a related field.

OR
Possession of a Master's Degree from a CHEA accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field.

PREFERRED QUALIFICATIONS
The hiring authority will give preference to applicants with a minimum of two (2) years of experience with federal and state grant management particularly in regards to compliance with grant agreements as well as working relationships with personnel at state and federal agencies.