

Polk County Sheriff's Office Job Description
1643 Grant Accountant

September 18, 1997, Revised October 20, 2008

Position Concept:

The Grant Accountant maintains responsibility for coordinating the fiscal management/accounting activities, compliance auditing, and governmental tracking of special revenue funds for the Polk County Sheriff's Office.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Grant Accountant may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Preaudit requisitions and time sheets
- Prepares miscellaneous invoices
- Prepares claims for grant reimbursement
- Assists in development of grants

Education, Professional Certification or License:

- Minimum four (4) year college degree from an accredited college or university with course work in accounting, business administration, or a related field, or equivalent experience

Professional Experience:

- A comparable amount of training and experience may be substituted for the minimum qualifications

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment
- Requires extensive work with numbers

***Required Skills and Knowledge:**

Knowledge of:

- PCSO policy and procedures
- PCSO benefits, tax, and insurance rates
- Requirements of appropriate grants
- Payroll policies and procedures
- Office of Management and Budget
- Fund accounting
- Generally accepted accounting principles
- Financial statement preparation
- Public records law

Ability to:

- Read and write
- Operate office equipment

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Skills:

- Basic mathematical
- Interpersonal
- Cost application
- Research
- Communications
- Computer
- Cost-build-up
- Budgeting
- Analytical

Physical Requirements:

- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Walk
- Stand
- Sit
- No dyslexia
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.

*Requires proficiency within twelve (12) months