

SARASOTA MANATEE AIRPORT AUTHORITY

JOB OPPORTUNITY ANNOUNCEMENT



GRANTS ACCOUNTANT

Finance Department

Full Time, Non-Exempt

Starting Salary Range: \$59,088 - \$67,951
Salary Grade Range: \$59,088 - \$88,631
Full Time, Non-Exempt

Posting Date: 04/04/2024
Closing Date: Open until filled.

Under limited supervision, oversees and maintains grant revenues and expenditures, implements revenue controls, and ensures timeliness and accuracy of grant reimbursement requests. Maintains grant documentation, prepares a variety of government filings, returns and specialty reports for Federal and State grants and Other Transactional Authorities (OTAs).

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, business administration or equivalent experience on a one-to-one basis.
- Three years of accounting experience: general ledger reconciliation, revenue cycle management.
- Intermediate/Advanced level Excel (pivot tables, v-lookups, advanced formulas) and reporting skills.

PREFERRED QUALIFICATIONS:

- One year of government accounting experience, **preferred**.
- One year of Grant administration experience, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.flysrq.com; or, calling 941-359-2770 ext. 4766.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@flysrq.com.
Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 1026
Date Approved: 03/24
Grade: 36

JOB TITLE: Grants Accountant
REPORTS TO: Executive Senior Vice President, Chief Financial Officer
DEPARTMENT: Finance
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under limited supervision, oversees and maintains grant revenues and expenditures, implements revenue controls, and ensures timeliness and accuracy of grant reimbursement requests. Maintains grant documentation, prepares a variety of government filings, returns and specialty reports for Federal and State grants and Other Transactional Authorities (OTAs).

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Reviews and understands the financial requirements of grants. Ensures financial recordkeeping is in place to meet requirements.

Verifies accounting compliance with regulations and agency's policies.

Prepares and submits invoices/claims and reimbursement requests.

Prepares financial reports for grantors/auditors.

Supports with budgeting and expenditures related to special funds/restricted funds accounting.

Maintains tracking of actual expenditures against budgets.

Assists with submission of annual and single audit reports.

Provides initial approval of grant related invoices.

Manages accounting activities to comply with accounting principles, internal policies, and external audits.

Reviews and reconciles reimbursements and expenditures to grant contract budget and financial accounting system.

Monitors grants for records retention to comply with government requirements.

Performs the actual draw down on the FAA Delphi System (or appropriate State system) online. Ensures that drawdowns are completed in a timely manner.

Tracks and prepares Reimbursement Vouchers for the state funded portion of the FAA grants.

Maintains grant drawdown tracking information on a comprehensive Airport Grant Tracking Spreadsheet.

Maintains PFC records, prepares detailed reports reflecting totals received by airline, and expenditures by project and in total. Responsible to enter monthly PFC data on collections and expenditures to the FAA's SOAR website. Prepares documentation and prepares journal entry for reimbursement to the Authority for eligible expenditures. Reconciles the PFC bank accounts and reports to the general ledger.

Reconciles monthly general ledger balances of specific accounts. Prepares necessary monthly journal entries.

Reads and interprets financial reports, statutes, and legal documents.

Writes reports and business correspondence.

Present information and training to internal and external stakeholders.

Other Job Responsibilities:

Assists in developing department directives and procedures.

Coordinates special and non-routine projects.

Assists with budget and year-end audit.

Performs other duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Calculator, Copier, Office Machines

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

Bachelor's degree in accounting, finance, business administration or equivalent experience on a one-to-one basis.

Three years of accounting experience: general ledger reconciliation, revenue cycle management.

One year of government accounting experience, **preferred**.

One year of Grant administration experience, **preferred**.

Intermediate/Advanced level Excel (pivot tables, v-lookups, advanced formulas) and reporting skills.

Licenses and Certifications:

None.

Knowledge, Skills, and Abilities:

Knowledge of generally accepted financial and governmental accounting principles (FASB & GASB).

Knowledge of enterprise financial ERP (e.g. MS Dynamics).

Knowledge of reconciliation procedures.

Knowledge of auditing and budgeting procedures.

Knowledge of federal, state and local laws, FAA regulations and airport policies relating to financial management, accounting, and grant administration, **preferred.**

Knowledge of airport operations, **preferred.**

Ability to communicate clearly and effectively, both oral and written.

Ability to develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public.

Ability to preserve confidentiality of information.

Ability to remain focused and self-disciplined.

Ability to make independent decisions, recommendations, and provide necessary objective information.

Ability to plan, organize and prioritize work.

Skilled in organizing and attention to detail.

Physical Requirements:

The Grants Accountant must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As a Grants Accountant, the employee must have the mental capacity to provide technical support to the account department; the ability to review accounting department transactions, track fixed assets and grant expenditures, maintain grant documentation, prepare a variety of government filings, returns and specialty reports.

Environmental Requirements:

The Grants Accountant generally works in an office environment.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Grants Accountant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Grants Accountant and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES**



Physical/Mental Requirements

Job Title: Grants Accountant

Job Code: 1026

Date: 03/24

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting			X	
1-10 lbs.			X	
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching			X	
Climbing				X
Driving				X
Written Communication		X		
Oral Communication		X		
Reading		X		
Hand Dexterity	X			
Reasoning		X		
Decision Making			X	
Analyzing	X			
Sensory		X		
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:		Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.		The first day of the month following your 30-day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.		The first day of the month following your 30-day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)		The first day of the month following your 30-day waiting period
Travel Insurance		Immediate
Employee Assistance Program		Immediate
Short-Term Disability (100% paid by SMAA)		1 year
Sick-Time		90 days
Vacation Leave		6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)		6 months
Reimbursement for Continuing Education		6 months
Floating Holidays		6 months
National Holidays		Immediate
Special Discount Programs (Varies)		Immediate
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)		Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)		90 days
Group Term Life, Supplemental Medical, and Long-Term Disability Insurance (Voluntary – payroll deduction)		90 days

