

Finance and Grants Manager

Department: Finance

Reports To: County Manager

FLSA Status: Exempt

Employment Status: Full-Time

Pay Range - \$75,000-\$85,000

Position Summary

The Jefferson County Board of County Commissioners is seeking an experienced, detail-oriented, and strategic Finance and Grants Manager to oversee the County's financial management functions related to grants, budgeting, financial reporting, compliance, and fiscal accountability. This position is responsible for managing the complete grant lifecycle—from identifying funding opportunities through application, award administration, reporting, compliance monitoring, and closeout—while ensuring sound financial stewardship of public funds.

The Finance and Grants Manager serves as a key advisor to County leadership, department directors, and external funding agencies by ensuring compliance with federal, state, and local regulations and promoting effective financial planning and resource management.

Essential Duties and Responsibilities

Financial Management

- Assist in the development, implementation, and monitoring of the County's annual operating and capital budgets.
- Prepare financial reports, analyses, forecasts, and recommendations for County leadership and the Board of County Commissioners.
- Monitor revenues and expenditures to ensure fiscal responsibility and budget compliance.
- Reconcile grant and departmental accounts and ensure financial accuracy.
- Assist with annual audits and preparation of supporting documentation.
- Develop and maintain internal financial controls and accounting procedures.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, Uniform Guidance (2 CFR Part 200), and applicable federal and state regulations.

Grants Administration

- Research, identify, and evaluate grant funding opportunities aligned with County priorities.
- Coordinate development and submission of competitive grant applications.
- Manage all awarded grants from implementation through closeout.

- Establish grant budgets and monitor expenditures to ensure compliance with funding requirements.
- Prepare financial reimbursement requests and periodic financial reports.
- Coordinate programmatic and financial reporting with department managers.
- Maintain grant records and documentation to support audits and monitoring reviews.
- Monitor grant performance, deadlines, and reporting schedules.
- Ensure compliance with grant agreements, procurement requirements, matching funds, and reporting obligations.

Compliance and Internal Controls

- Develop and maintain grant management policies and procedures.
- Monitor compliance with federal, state, and local regulations.
- Coordinate responses to grant monitoring visits and financial audits.
- Recommend improvements to financial processes and internal controls.
- Ensure timely corrective actions for audit findings when necessary.

Collaboration and Leadership

- Provide financial guidance to County departments regarding budgeting, grant administration, and fiscal compliance.
- Collaborate with department directors to develop funding strategies for capital and operational projects.
- Present financial and grant reports to County leadership and the Board of County Commissioners.
- Build and maintain positive relationships with funding agencies, community organizations, and regional partners.
- Train County staff on grant administration and financial compliance requirements.

Other Duties

- Perform other duties as assigned to support County operations.

Minimum Qualifications

Education

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a closely related field.

Experience

- Five (5) years of progressively responsible experience in governmental finance, accounting, budgeting, or grants management.
- Experience administering federal and state grant programs.

- Experience with governmental accounting and financial reporting.
- Supervisory experience is preferred.

An equivalent combination of education and experience may be considered.

Preferred Qualifications

- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Grant Professional Certification (GPC).
- Experience with local government finance.
- Experience managing federally funded grants.
- Knowledge of Single Audit requirements.
- Experience with financial management and enterprise resource planning (ERP) software.

Knowledge, Skills, and Abilities

- Thorough knowledge of governmental accounting principles and practices.
- Knowledge of budgeting, financial forecasting, and financial reporting.
- Knowledge of federal and state grant regulations, including Uniform Guidance (2 CFR Part 200).
- Ability to interpret laws, regulations, contracts, and grant agreements.
- Strong analytical and problem-solving skills.
- Excellent organizational and project management abilities.
- Strong written and verbal communication skills.
- Ability to prepare complex financial reports and presentations.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency with Microsoft Excel and Microsoft Office applications.
- Ability to establish and maintain effective working relationships with elected officials, County staff, funding agencies, and the public.

Physical Requirements

Work is primarily performed in an office environment with occasional travel to meetings, training sessions, or project sites. The employee must be able to sit for extended periods, operate standard office equipment, and occasionally lift up to 25 pounds.

Working Conditions

This position is performed primarily in a professional office setting with frequent interaction with County staff, government agencies, auditors, consultants, and the public. Occasional evening meetings or travel may be required.

Salary and Benefits

Salary is commensurate with qualifications and experience. Jefferson County offers a competitive benefits package that may include health, dental, vision, retirement, paid leave, professional development opportunities, and other employee benefits in accordance with County policy.

Equal Opportunity Employer

The Jefferson County Board of County Commissioners is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.