

CLASS TITLE: FISCAL AGENT ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs contractual role as primary support for City of Tulsa's Fiscal Agent overseeing and ensuring compliance with all aspects of federal grants and other related assigned duties.

ESSENTIAL TASKS:

- Oversees fiscal activity for federally funded grants and reviews to ensure compliance
- Develops methods and procedures to promote the proper and prudent administration and prevent any misuse of grant funds, including effective oversight, compliance monitoring and other appropriate review and evaluation activities
- Performs and reports on Fiscal Agent monitoring activities
- Establishes payment methods and rules regarding programs income
- Conducts special studies to detect fraud and abuse
- Develops and implements control systems to facilitate compliance monitoring
- Reviews grant reports and resolves related issues
- Acts as liaison during annual monitoring, participates in internal audit and prepares related reports, ensuring record access and compliance with Federal and State requirements
- Prepares, maintains and presents various reports to management
- Maintains standards for financial management systems
- Maintains standards for disbursement of funds for grant activities as directed, ensuring current budget guidelines and grant rules and regulations followed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in public or business administration or a closely related field; and four (4) years experience in financial and contract administration, preferably monitoring grant funded programs; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, methods and techniques of accounting and financial management; considerable knowledge of auditing procedures and practices; considerable knowledge of contractual law and federal, state and local regulations on grant funded programs; and good knowledge of local, state and national government operations. Ability to analyze and interpret fiscal records and to prepare accurate and complete financial statements and reports; ability to analyze problems and recommend solutions to upper management and elected officials both verbally and in writing; ability to participate in both internal and external audits; ability to develop and implement financial monitoring control systems; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to five pounds; may be subject to sitting for extended periods of time, standing, walking, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2536

EEO Code: N-02

Pay Code: AT-40

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Group: Fiscal
Series: Financial Management

Effective date: June 15, 2009