



Grant Fiscal Analyst

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**Details**

**Job ID : 258**

**Title :** Grant Fiscal Analyst

**Job Code :** 902

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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**Purpose**

RESPONSIBLE TRACKING EXPENDITURES AND REVENUES RELATED TO FEDERAL, STATE AND PRIVATE GRANTS.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Work Experience

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- COURT SYSTEM EXPERIENCE

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**Job Duties**

- TRACKING EXPENDITURES BY GRANT CATEGORIES
- REPORTING FOR PROGRAM MANAGERS AND GRANTORS
- RESPONSIBLE FOR ALL DOCUMENT RETENTION
- SUBMITS THE SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE TO THE AUDITOR OF PUBLIC ACCOUNTS
- OTHER DUTIES AS ASSIGNED