

Town of Lake Placid, Florida

ACCOUNTANT

Operations and Grants

The Town of Lake Placid seeks an experienced person with strong accounting and grant knowledge or experience. The primary responsibility is overseeing grant standards and compliance needs for successful projects and awards. The person in the role will also be responsible for tracking contributions and project budgets and filing required reports on time and within each grant system portal. This includes developing methods to support sub-grantees or partner organizations who need the same. The position will work with partner organizations to write and act on funding opportunities and manage existing projects, including applying innovative solutions and assuring excellent fiduciary oversight for collaborative approaches. The position will assist with various events and outreach needed for project success. This coordinator will work closely with multiple staff members and will report to the Finance Director.

The role of the accountant shall include grant writing. The accountant shall identify grant opportunities and understand guidelines to ensure clarity and consistency in all communications. The accountant ensures that the grant is submitted on time and within application parameters. The accountant completes all documents, forms, or reports required by the grant. The accountant coordinates the monitoring and evaluation of programs and projects that are funded by grants.

JOB HIGHLIGHTS

- Responsible for supporting financial operations focusing on project management, grant writing, and coordination. This role will assist in securing, managing, and reporting on grant funding to support town initiatives. The ideal candidate will possess strong analytical skills, experience in municipal finance or administration, and the ability to oversee projects related to grants and funding.
- Ensure through continuous monitoring that all grants are following regulations and requirements and will act as the point of contact between the organization and the grant providers
- Research and identify new grant opportunities
- Research and identify potential sources of grant funding from both public and private entities
- Manage administrative aspects of awarded grants, including tracking and reporting grant finances and project outcomes alongside the Finance Director
- Coordinate and communicate with project teams to ensure grant-funded projects are progressing as planned
- Ensure compliance with all grant reporting as required by foundation/corporate/government donors
- Develop and maintain professional relationships with grant-making organizations
- Keep updated records and create reports regarding grant utilization
- Prepare and ensure auditing of grant expenses and ensure compliance with regulations

Capital AP and Grants

- Manage grants by working with the Accounts Receivable Clerk to assist with posting payments
- Manage grants by working with the Accounts Payable Clerk to assist with invoice processing
- Manage grants including but not limited to application development and submittal, reimbursement requests, contribution/match tracking, documentation of deliverables, internal coordination, and development and submittal of required reports.
- Assist with the refinement and/or development of fiscal policy and procedures
- Write and support new Requests for Proposals and other materials for programs/funding
- Coordinate financial accountability and reporting with the Finance Director and Department Director to prepare grant reports
- Monitor sub-grantees and ensure financial compliance as outlined in grant agreements
- Work with sub-awardees throughout their project to report successes, discuss and overcome any obstacles, and report results with Finance Director, Department Director and Town Administrator.
- Work with the Department Directors on projects to strengthen and use the grants management process and system that tracks the above-mentioned tasks and documents specific timeline and targeted goal achievement as required by each grant.
- Assist the Finance Director with tracking and reconciling grants for the Town's annual audit.
- Coordinate with sub-awardees or subcontractors to ensure contracts, project deliverables, and collaborative tasks are in process or completed appropriately
- Provide clear guidance about grant performance expectations and help find resources for the accomplishment of expectations as needed.
- Relay updates on progress and follow up with project and/or grant leads
- Secure grants on an annual basis
- Ensure the Town's System for Award Management (SAM.gov) Entity Registration is always current (annual).

POSITION REQUIREMENTS

- **Grant Writing & Coordination**
 - Research, identify, and apply for grant opportunities to support town projects.
 - Develop and submit grant proposals, ensuring compliance with funding requirements.
 - Maintain accurate records and ensure timely reporting for awarded grants. Collaborate with Town Administrator on new grant developments
 - Proficient with grant software, and willing/able to learn specific software tools (e.g. Google Drive, mapping tools).
 - Community involvement for Fair Housing activities
- **Project Management for Grant-Funded Initiatives**
 - Oversee and track grant-funded projects to ensure milestones and deadlines are met.
 - Coordinate with departments, stakeholders, and funding agencies to ensure project success.
 - Provide financial oversight and reporting for grant allocations.

- **Financial & Administrative Support**
 - Assist with financial analysis, budgeting, and forecasting related to grant funding.
 - Ensure compliance with municipal, state, and federal funding guidelines.
 - Support other finance-related tasks as needed to align with town objectives.
- **Oversee preventative maintenance of Town equipment and vehicles (fleet management)**
- **Assist with annual budgets**
- **Tracking Capital Improvement Projects**

QUALIFICATIONS

- Experience in grant writing, project management, or municipal finance preferred.
- Strong organizational and communication skills.
- Ability to work collaboratively across departments to achieve funding and project goals.
- Comfortable with working on a team
- Must be a flexible team player who is collaborative and maintains an eager attitude
- High level of maturity, empathy, and grace under pressure
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage and prioritize multiple complex sets of tasks (effectively multitask)
- Ability to meet hard deadlines
- Ability to effectively interact with a diverse set of colleagues, including grantees, trustees, partner organizations, and community members
- A bachelor's degree is required plus 2-3 years of documented experience in grant writing, grant management, and/or project management
- Working knowledge of MS Office and program management software
- Outstanding organizational and planning abilities
- Excellent communication skills (verbal and written)
- Knowledge of budgeting, bookkeeping, and reporting
- Flexible as needed

BENEFITS

- Health insurance and life insurance
- Florida Retirement System
- Paid Leave
- Regular employee / Full time – 40 hours per week

LANGUAGE SKILLS

- Must have the ability to read and comprehend instructions.
- Ability to write and demonstrate professionalism.
- Able to maintain discretion and confidentiality.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Able to calculate and build formulas using excel.

- Able to filter data using excel to simplify processes.

ESSENTIAL KNOWLEDGE, ABILITIES, AND SKILLS

This job description is a guideline and is subject to change. Experience may include paid and unpaid experience, including volunteer work, that helps build the competencies and knowledge that translate to success in this role. Diversity of experience and skills combined with the willingness to learn and grow is essential for this role.

- Must be detail-oriented
- *Filing system maintenance and file upkeep*
- Ability to properly use grammar and pronunciation in writing
- Ability to plan and organize
- Record retention experience
- *Ability to deal with angry customers or contractors who may not be satisfied*
- Requires patience and a cheerful attitude
- Ability to work under stress
- Knowledge of computer systems
- Knowledge of databases – Microsoft Access, Publisher, and Excel preferred
- Excellent math skills – addition, subtraction, multiplication
- *Cash handling experience*
- Ability to perform work with minimal supervision
- Ability to be flexible and adapt to changes in policies and procedures
- Prefer two (2) years of general secretarial and clerical
- Typing speed of at least thirty-five (35) words per minute, but not required
- Ability to work professionally and effectively with staff members as a team
- Must become knowledgeable of municipal laws, policies, and practices.
- Must have the ability to use data processing ledgers and other documents and registers to retrieve information from the computer (or to reconcile mass data).
- Must have the ability to communicate effectively in a courteous manner.
- Must have the ability to comprehend and successfully respond to a three-part command.
- Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must have the ability to deal with problems involving variables in standard and discrete situations.

PHYSICAL DEMANDS

- While performing the duties of this job, requires to sit for an extended period of time, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear.
- Frequently is required to stand and reach with hands and arms.
- Regularly required to stand and walk.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS AND WORK SCHEDULE

- Work is generally inside an air-conditioned environment.
- The position will be physically on-site at 1069 US Hwy 27 N, Lake Placid, FL 33852 and may offer a limited hybrid work schedule. As expected of all employees, the onsite work schedule will be "consistent and predictable," meaning employees will be expected to physically be present at the office during the same set hours each day, with minimal flexibility in terms of location or timing, providing a structured routine for work.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE APTITUDES

- After hours: May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours for emergencies.
- Data Utilization: Requires the ability to coordinate, manage, and/or correlate data, which includes exercising judgment in determining time, place, and/or sequence of operations.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. General knowledge of office machines and equipment, including personal computers and related software, especially Microsoft Word, Excel, Access, or associated programs.
- Verbal/written Aptitude: Ability to prepare correspondence on routine matters and to perform routine office procedures. General knowledge of business English, grammar, spelling, and punctuation. Ability to understand and follow quickly and accurately brief oral and written instructions on moderately complex matters.
- Scheduling: Requires the ability to timely schedule tasks and appointments for the Department Directors or Town Administrator.
- Administrator: Requires the ability to apply principles of clerical duties to assist Department Directors in all areas, such as take messages and spontaneous decision making.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable.

Disclaimer:

This job description is not intended to, and does not, constitute an offer of employment or a contract for employment or the terms and conditions of employment. The Town of Lake Placid has the right to revise this job description at any time.

Report job

Emergency Responsibilities:

In the event of an emergency or disaster, employees may be required to respond promptly to duties and responsibilities as assigned, Emergency Management or Town Administration. Such assignments may be before, during or after the emergency/disaster.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Duties and Responsibilities as specified.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date

PLEASE READ: Being a small staff with a lot of community expectations, administrative positions are expected to be cross-trained. Employees will daily encounter public essentials and need to be ready to respond and provide a public service while demonstrating the utmost level of professionalism. *Italic and underlined tasks are not an ordinary job duty for this position, but the employee is expected to perform the function from time to time.*

IMPORTANT: Working for a public entity means accepting a position that serves the public and must be available to relieve public burdens with the services provided by the Town. As such, all employees are required to be available for regular work in the event of any catastrophic or natural disaster.