MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT: County Auditor

JOB TITLE: ARPA Grants Accountant

ANNUAL SALARY: $60,591.00

LOCATION: 501 N Thompson, Ste. 205 Conroe, TX 77301

CIVIL SERVICE: NO

SHIFT HOURS: Monday – Friday 8:00am – 5:00pm

SUBMIT APPLICATIONS: Montgomery County Human Resources Department

ADDRESS: 501 N. Thompson, Ste. 400 Conroe, TX 77301

PHONE: (936) 539 – 7886

FAX: (936) 788-8396

E-MAIL: jobs@mctx.org

WEBSITE: www.mctx.org

OFFICE HOURS: Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

<table>
<thead>
<tr>
<th>Typing: 40wpm</th>
<th>Admin: 80%</th>
<th>Math: 90%</th>
<th>Word: 80%</th>
<th>Excel: 80%</th>
<th>10-Key: 115kpm</th>
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Request Clerical Testing:
Send request by email to: jobs@mctx.org
Subject Line: Clerical Testing
Include in body of email: Last name, First name

WATCH YOUR EMAIL
An email with your clerical test invitation will be sent to you. Follow instructions provided in email.
*Please allow up to 72 hours for human resource to respond*

Education, Experience and Skill Requirements

- BBA or equivalent from an accredited institution of higher learning, majoring in Accounting or closely related field (experience may be considered in lieu of degree)
- Communicate clearly in a businesslike manner (written and oral)
- Prioritize obligations in order to consistently meet deadlines
- Proficiency in Microsoft Office products (Excel & Word)

- Exposure to governmental accounting preferred, but not required
- Minimum of one year experience in financial field
- Must have legible penmanship
- Ten-key by touch
- Operate standard office machines (copier, fax, laser printer)
- Prior grants experience preferred

Primary Job Duties

- Administer all ARPA grants for the county
- Oversee budget preparation before grants are submitted for approval, review and authorize grant expenditures before budget is allowed to be charged, communicate with grant program managers on disallowable and ineligible costs
- Assist departments applying for grants in creation of budgets, determine appropriateness of grant spending as it relates to the County, provide accurate figures and sound estimates for correct budgets
- Extract from General Ledger all pertinent information for creation of grant expenditure reports, create journal entries to correct any errors/record additional expense
- Monitor legislation and grantor updates to identify laws/pronouncements that fiscally impact the County’s operations, advise County Auditor regarding compliance, perform analytical studies, draft policies and procedures for Auditor approval
- Assist Fiduciary Compliance Supervisor in creation of SEFA/SESA
- Special financial projects as assigned
- Other pertinent duties as assigned

Note: This position is grant funded

Position Number: 495-4333-1

Requisition Number: 3292

Date Posted: 08-22-2023

Equal Employment Opportunity Employer