

Employment Opportunity with the City of Kansas City, MO.

**SENIOR ACCOUNTANT
(Job Opening ID #500062)**

Finance Department, Accounts Division.

Process journals to move funding as needed for operations; submit grant applications; prepare ordinances to authorize submittal of grant applications and to accept funding; prepare required reports to granting agencies such as 272, 269, financial quarterly and annual progress reports; process payments and obtain source documents made from grant funds; implement record retention policy based on grant close-out dates; draw down funds from granting agencies in accordance with federal requirements; provide a financial status report monthly to originating departments to include original amount, department id, project number, and line balances; review financials and budgets for sub recipients applying for funding and submit analyses with recommendations; set up and maintain official grant files and records; prepare documents for single audit in accordance with A-133 and federal agency monitoring reviews; prepare and process contracts, encumbrances and amendments as needed prior to expiration; analyze spending patterns of sub recipient over the grant term and make recommendations for reallocation of funding; watch for grant opportunities and analyze existing department budget for potential match, if required, and prepare budget; obtain, review, and track matching funds related to grants; develop modified budgets.

This position requires an accredited Bachelor's degree in accounting, business administration, or a related subject area and 5 years professional experience in governmental or business accounting. Such experience is to be of a progressively responsible nature including 2 years of intermediate professional accounting (at the level of Accountant II); or an equivalent combination of education and experience.

Salary range: \$3,720-\$6,190 per month plus excellent benefits.

Applications accepted until Thursday, October 28, 2009. Please submit applications/resumes online at www.kcmo.org.

EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.