



**PULASKI  
COUNTY**

**PULASKI COUNTY**

invites applications from current County Employees and the  
General Public for the position of:

**BUDGET/ GRANTS  
ADMINISTRATOR**

**Department:** Sheriff/ Detention  
**Starting Salary Range:** \$40,433 – 46,818  
**Position Number:** 006  
**FLSA Status:** Non-Exempt position, eligible for overtime  
**Safety Sensitive Designation:** This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.  
**Opening Date:** 4/22/21                      **Closing Date:** 5/5/21 at 5:00 PM

**JOB SUMMARY:**

Responsible for the budget preparation and maintenance of budget accounts; processing of purchase requests; ordering of supplies and equipment as needed; and payment of invoices for Pulaski County Sheriff’s Department.

**ESSENTIAL JOB FUNCTIONS:**

- Monitors all Sheriff’s Department budget accounts to ensure sufficient funding and appropriate budget management; recommends budget transfers as necessary.
- Processes all purchase requisitions; assigns account numbers; verifies sufficient funding in department accounts; reviews purchase requests from all divisions for compliance with County procedure.
- Places orders for supplies, equipment, and forms from approved vendors; obtains prices quotes when necessary.
- Verifies invoices for accuracy and assigns appropriate account numbers; prepares vouchers to request payment of approved invoices.
- Prepares and signs vouchers to process inmate reimbursement for stolen or lost property and reimbursement for inmates housed by outside agencies.
- Maintains ledgers on all budgeted accounts; compiles monthly financial reports; balances with monthly Statement of Operations.
- Oversees the drug seizure fund, radio fund, and grant accounts ensuring expenditures comply with all appropriate regulations.
- Prepares budget projections for upcoming year based on past usage and estimated departmental needs; compiles list of capital outlay items with cost calculations.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Ensures delivery and storage of supplies and equipment; maintains and verifies inventory records of all supplies and equipment.
- Prepares bid specifications as necessary.
- Researches available grants; completes grant applications for submittal to grantor.
- Provides programmatic and financial grant management for all grants within the Sheriff’s Department ensuring compliance with grant requirements.
- Completes quarterly reports reflecting grant status including narrative activity description and statistical performance records.
- Prepares paperwork for budget transfer requests.
- Attends budget hearings to record any changes approved in budget.

- Provides supervision to the warehouse personnel responsible for the receiving, storage, and inventory control of the departmental supplies.
- Responds and coordinates all local, state, and federal financial audits documenting compliance with laws and regulations.
- Performs other related duties as required.

**PERSONNEL SUPERVISED:**

Provides supervision to one Warehouse Manager.

**PHYSICAL REQUIREMENTS:**

Ability to communicate effectively orally, in person and by telephone.

Visual acuity needed for use of the computer screen.

Digital dexterity necessary for keyboard and calculator operation.

Ability to lift and carry loads up to twenty pounds.

**WORKING CONDITIONS:**

Work is performed in a smoking restricted office environment.

**MINIMUM QUALIFICATIONS:**

Completion of a Bachelor's degree in Accounting, Financial Management, or a related field; considerable work experience in Accounting, financial recordkeeping, grants administration, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

Employment is contingent upon satisfactory results of a criminal background investigation, traffic offense check, sexual offender check, and child and adult maltreatment checks.

**ADDITIONAL REQUIREMENTS:**

None

**PREFERENCES:**

None

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

**Please Note:** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

**April 22, 2021**

**123-21**