



Worcester County

Government Center

Department of Human Resources

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Snow Hill, Maryland 21863-1213

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STACEY E. NORTON
Human Resources Director

PAT WALLS
Deputy Director

To: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer

From: Stacey Norton, Human Resources Director

Date: November 17, 2025

Subject: Request to Change Job Title from Senior Budget Accountant to Grants and Contract Accountant

We are requesting to change the job title from Senior Budget Accountant to **Grants and Contract Accountant** to more accurately reflect the essential job duties and responsibilities and the qualifications and skills. We have added more details for the grants and procurement tasks that are required.

The grade will remain a grade 22/step 1/\$63,128 - Grade 22/step 10 \$37.62 Hourly/\$78,250 annually based on experience. Attached is the updated job posting.

Below are the recommended changes:

1) Education

- a. From: Bachelor's degree in accounting or related field plus 5-10 years or an equivalent combination of education and progressively responsible accounting and fiscal experience, preferably in a government accounting setting
- b. To:
 - **Required:** Associate's degree in accounting or related field plus 5 years related experience
 - **Preferred:** Bachelor's degree in accounting or related field plus 2 to 5 years of progressively responsible accounting and fiscal experience, preferably in a government accounting setting

2) Added:

- a. Track grant budgets and expenditures to ensure alignment with approved allocations
- b. Maintain files and databases for active and completed grants
- c. Assist with entering requisitions, purchase order modifications and updates to vendor maintenance; assist in processing purchase requests, requisitions, and purchase orders
- d. Maintain procurement reports and support audits and financial reviews
- e. Administrator for the credit card review; audit of transitions and posts to the financial system
- f. Analyze financial data and prepare clear, concise, and accurate reports in a specific timeframe
- g. Provide customer service to County departments regarding purchasing or grant procedures; assist departments in preparing reports, audits, and compliance reviews
- h. Work with other departments and agencies as necessary and coordinate follow-ups on the progress of submitted grant proposals and tracking grants revenues and expenditures
- i. Complete assigned tasks accurately and by established deadlines
- j. Knowledge of grants and the related compliance

3) Removed:

- a. Valid driver's license and driving record of less than 4 points (MD)

Thank you for your consideration.

Attachment

Worcester County Job Opportunities

PROPOSED

DEPARTMENT: COUNTY ADMINISTRATION

JOB TITLE: GRANTS AND CONTRACT ACCOUNTANT

COMPENSATION: GRADE 22/STEP 1 \$30.35 HOURLY/\$63,128 ANNUALLY –
GRADE 22/STEP 10 \$37.62 HOURLY/\$78,250 ANNUALLY
*SALARY IS DEPENDENT ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE WEST MARKET ST.
SNOW HILL, MD

WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM, IN THE OFFICE

APPLICATION PERIOD: UNTIL FILLED

Job Summary: This position is responsible for administering grants procurement and grants compliance. This position is also responsible for assisting the Budget Officer with analysis of financial data and audit compliance and assisting with various requisition/purchase entries. This position reports to the Budget Officer.

General Requirements:

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice

Essential Job Duties and Responsibilities:

- Oversee and assist departments with grant procurement, financial reports and compliance in addition to administering specific County grants
- Present grant applications for approval and grant status to County Commissioners as requested; track grant budgets and expenditures to ensure alignment with approved allocations
- Ensure grant compliance by applying accounting methods in tracking, maintenance of fiscal records; submit required monthly, quarterly and final reports; maintain files and databases for active and completed grants
- Provide customer service to County departments regarding purchasing or grant procedures; assist departments in preparing reports, audits, and compliance reviews
- Responsible for ensuring financial and administrative compliance with federal, state and local grants through agency websites and the System of Awards Management (sam.gov). Local Point of Contact for the MD Governor's Grants Office
- Response for preparation of the county's Schedule of Federal Awards (Expenditures)
- Responsible for annual 911 audit and state reporting
- Responsible for filing Maryland State Highway Revenue Reports
- Responsible for assisting with preparation of EMMA (MSRB) Annual Financial Disclosure Documents
- Point of contact for Legislative Services Fiscal Note Preparation
- Assist the Budget Officer in financial administration including but not limited to accounts payable and accounts receivable duties; audit preparation and compliance; reviewing non-profit grant requests for the Annual Budget
- Maintain accounting records for county funds as needed and post monthly journal entries with the General Fund and other funds

- Assist with entering requisitions, purchase order modifications and updates to vendor maintenance; assist in processing purchase requests, requisitions, and purchase orders
- Maintain procurement reports and support audits and financial reviews
- Administrator for the credit card review; audit of transactions and posts to the financial system
- Analyze financial data and prepare clear, concise, and accurate reports in a specific timeframe
- Learn new technology as necessary
- Work with other departments and agencies as necessary and coordinate follow-ups on the progress of submitted grant proposals and tracking grants revenues and expenditures
- Complete assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Comply with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensure confidentiality of information and records and complies with record retention schedule
- Adhere to the Worcester County Government Personnel Rules & Regulations
- Perform other related duties as required

Qualifications and Skills:

- EDUCATION:
 - **Required:** Associate's degree in accounting or related field plus 5 years related experience
 - **Preferred:** Bachelor's degree in accounting or related field plus 2 to 5 years of progressively responsible accounting and fiscal experience, preferably in a government accounting setting
- Exceptional organizational skills with an attention to detail
- Knowledge of grants and the related compliance
- Understand principles, practices, and terminology of governmental accounting
- Government grants administration experience preferred
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets, presentations, correspondence & records
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Ability to work independently with limited supervision
- Ability to communicate effectively in writing and verbally with coworkers, officials, and the public
- Ability to perform work correctly, accurately, and consistently
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Ability to prepare reports and analyze data as required
- Must have a team-oriented work ethic and ability to collaborate
- Familiarity with the System for Awards Management (SAM.gov) and Schedule of Federal Awards

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting to 20 lbs. No known significant hazard risk.

Worcester County Job Opportunities

DEPARTMENT: COUNTY ADMINISTRATION

JOB TITLE: SENIOR BUDGET ACCOUNTANT

COMPENSATION: GRADE 22/STEP 1 \$29.15 HOURLY/\$60,632 ANNUALLY –
GRADE 22/STEP 10 \$36.42 HOURLY/\$75,754 ANNUALLY
*SALARY IS DEPENDENT ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE WEST MARKET ST.
SNOW HILL, MD

WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM, IN THE OFFICE

APPLICATION PERIOD: UNTIL FILLED

Job Summary: This position is responsible for administering grants procurement and grants compliance. This position is also responsible for assisting the Budget Officer with analysis of financial data and audit compliance and assisting with various requisition/purchase entries. This position reports to the Budget Officer.

General Requirements:

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice

Essential Job Duties and Responsibilities:

- Oversee and assist departments with grant procurement, financial reports and compliance in addition to administering specific County grants
- Present grant applications for approval and grant status to County Commissioners as requested
- Ensure grant compliance by applying accounting methods in tracking, maintenance of fiscal records and submitting required monthly, quarterly and final reports
- Responsible for ensuring financial and administrative compliance with federal, state and local grants through agency websites and the System of Awards Management (sam.gov). Local Point of Contact for the MD Governor's Grants Office.
- Response for preparation of the county's Schedule of Federal Awards (Expenditures)
- Responsible for annual 911 audit and state reporting
- Responsible for filing Maryland State Highway Revenue Reports
- Responsible for assisting with preparation of EMMA (MSRB) Annual Financial Disclosure Documents
- Point of contact for Legislative Services Fiscal Note Preparation
- Assist the Budget Officer in financial administration including but not limited to: accounts payable and accounts receivable duties; audit preparation and compliance; reviewing non-profit grant requests for the Annual Budget.
- Maintain accounting records for county funds as needed and post monthly journal entries with the General Fund and other funds.
- Assist with entering requisitions, purchase order modifications and updates to vendor maintenance.
- Analyze financial data and prepare clear, concise, and accurate reports in a specific timeframe.
- Learn new technology as necessary.
- Work with other departments and agencies as necessary
- Completes assigned tasks accurately and by established deadlines.

- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required

Qualifications and Skills:

- Valid driver's license and driving record of less than 4 points (MD)
- Bachelor's degree in accounting or related field plus 5-10 years or an equivalent combination of education and progressively responsible accounting and fiscal experience, preferably in a government accounting setting
- Exceptional organizational skills with an attention to detail
- Knowledge of budgeting and the related compliance
- Understand principles, practices, and terminology of governmental accounting
- Knowledge of capital purchasing and related requirements and threshold
- Government grants administration experience preferred
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets, presentations, correspondence & records
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Ability to work independently with limited supervision.
- Ability to communicate effectively in writing and verbally with coworkers, officials, and the public
- Ability to perform work correctly, accurately, and consistently
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Ability to prepare reports and analyze data as required
- Must have a team-oriented work ethic and ability to collaborate
- Familiarity with the System for Awards Management (SAM.gov) and OMB Circulars A-133, A-102 and A-87 preferred.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting to 20 lbs. No known significant hazard risk.