



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Grants Compliance Officer

Department: Mayor	Status: Full Time/ Permanent
Annual Salary: \$48,572	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

**CLOSING DATE:
OPEN UNTIL FILLED**

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Grants Compliance Officer monitors the City's compliance with general and specific grant requirements contained in the various Federal, State and local grants awarded to the City, interprets regulations and policies for the departments and monitors funded projects. The Grants Compliance Officer also monitors the compliance of grant recipient departments to ensure specific requirements of the grant are adhered to, develops reports and information for grant funding agencies and other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's Degree in Accounting, Finance or related field; three to five years of experience; and or training or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.