



CITY OF STAMFORD

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages applications from women, minorities and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 21-75

GRANTS ACCOUNT ANALYST

Salary Range: \$34.36 – \$40.59 per Hour

**SUMMARY OF DUTIES:** Under the general supervision of the Grants Officer, is responsible for the administration of Grant Finances to include; preparation, maintenance and reconciliation of financial records, statements and reports related to the City and Board of Education Grant Programs; monitors expenditures, tracks cash received; ensures compliance with grant specifications, assists in the audit of grants; does other related work as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited college or university with a Bachelors’ degree AND three (3) years of Financial Management experience; preferably in administration of grant finances.

**SCOPE OF EXAMINATION:** There will not be a written examination. Applicants will be ranked according to their education, training and experience. Applicants are required to fully complete the application form and supplement, listing all related degrees, training and work experience.

**APPLICATION PROCESS:**

A completed City of Stamford Employment Application and Application Supplement “21-75” must be submitted to [hrrecruiting@stamfordct.gov](mailto:hrrecruiting@stamfordct.gov) or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. The position is open until filled. Application and supplement can be obtained at [www.stamfordct.gov](http://www.stamfordct.gov). **Please note:** Applications of candidates who do not meet the stated position requirements will not be considered. A resume and/or other correspondence will not be considered as equivalent to an application.

*The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.*

Issued: 01/03/2022

<p><b>EMPLOYMENT BENEFITS:</b></p> <ul style="list-style-type: none"> <li>• Health Plan and Hospitalization</li> <li>• Paid Vacations and Holidays</li> <li>• Retirement Plan</li> <li>• Group Life Insurance</li> <li>• Sick Leave</li> </ul> <p><b>VETERAN'S PREFERENCE:</b> Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	<p>Applications are obtained from and submitted to DEPARTMENT OF HUMAN RESOURCES CITY OF STAMFORD 888 WASHINGTON BOULEVARD STAMFORD, CONNECTICUT 06904 TELEPHONE (203) 977-4070 <a href="http://www.stamfordct.gov">www.stamfordct.gov</a></p> <p>General Conditions for Job Announcements and Civil Service Information can be viewed at <a href="http://www.stamfordct.gov">www.stamfordct.gov</a></p>	<p><b>CHANGE OF ADDRESS:</b> It is your responsibility to notify the Department of Human Resources of any Change of Address on your application</p> <p><b>PERSONNEL COMMISSION</b></p> <p>Beth Adams Peter Nanos Marc Teichman Carl Weinberg Greg Oliver</p>
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