

Office of State Budget and Management
Establish New, Receipt-Supported Positions
 (G.S. 143-34.1)

Agency: DENR Division: Marine Fisheries

Budget Code: 14300 Center Title: F-28 Federal Aid Coordination Center Number: 132034782005

*** Position Information ***

Proposed Classification: Accounting Technician IV Proposed Salary Grade: 65

Salary Range: \$25,761-\$40,789 Proposed Effective Date: 1 / 1 / 05

Number of Positions: One

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 39,000	\$ 34,031
Receipts	<u>39,000</u>	<u>34,031</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Federal Receipts F-28

Justification for Position (including description of duties and responsibilities): The Accounting Technician IV will serve as the Division's Federal Grant Fiscal Manager. As Federal Grant Fiscal Manager, this employee is responsible for the budgeting, monitoring of expenditure tracking, and maintaining all federal grants within the division. This position will be responsible for the completion of Financial Status Reports (FSRs) for all 34 current grants and the filing of the FSRs with the appropriate federal agency. The 34 current grants are increasing in number annually, but currently represent \$3,771,000 annually to the division. The employee would monitor the receipt of the grant monies to ensure the timely receipt of grant monies available. The employee in this position would also complete the Monthly Cost Report for allocating employee time to federal grants. The employee would be responsible for keeping the grant budgets in-line and completing monthly grant budget updates with current budgets versus expenditures. This employee will report to the DMF Administrative Service Office Chief, a Business Officer II.

This position is new to the division. The division has recognized a need for a position within the division dedicated to federal grants during a federal audit in May of 2004. The maintenance on the grants along with needed documentation for support of the expenditures to grants has supported the need for a dedicated position.

Statutory Reference for Request--None

Rex Whaley
 Presentation to be made by
Budget Director
 Title

[Signature]
 Agency Head Signature
[Signature]
 State Budget Officer Signature

OK
 SWS
 1/15/05