



## GRANTS ADMINISTRATOR

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Classified  Unclassified

New  Revised

### DEFINITION

Under the general supervision of the Agency head or designee, this is highly administrative and confidential work which involves monitoring the performance of department and agencies deemed “high-risk” relative to expenditures and reimbursement of grant awards and federally funded programs. Work involves maintaining and verifying the accuracy of the GVI’s financial accounting for grants and ensuring the proper processing of payments to vendors.

Prepares reports and provides guidance on federal grant activities in adherence to and compliance with the applicable policy and guidelines. Functions include, but are not limited to, coordinating financial and grants management activities, distributing information for federal programs, coordinating, and assisting with training sessions, audit conferences, grant award analysis and reconciliations.

This position requires a confidential relationship to a policymaker.

### DUTIES (NOT ALL INCLUSIVE)

Researches and reviews vendor statements to identify discrepancies between purchase orders and invoices to resolve account, billing, and address differences.

Reviews and processes grant funding request received for funds made available through special grant awards received by local government.

Records and reconciles drawdowns for all grant awards.

Reviews grant award special conditions to ensure compliance of requirements.

Provides assistance with the annual independent financial statements audit.

Maintains communication with key local and federal government stakeholders, to include Third-party fiduciary agent.

Performs supportive technical accounting work involving the maintenance of vendor database and processing of vendor payments.

Reviews and approves source documents for invoices, purchase orders, and other documents submitted for funding requests, confirming accuracy and compliance with policies and procedures.

Prepares requisite reports, and spreadsheets for grant project accounting and disbursements.

Provides assistance with year-end audit working paper preparation, as assigned, to conduct the

annual financial statements audit.

Provides comments and suggestions in developing, updating, and reviewing grants accounting processing guidelines to fulfil all compliance requirements and to improve internal control.

Monitors expenditures and revenues of all federal grant programs.

Conducts and maintains detailed analysis of various grant awards and funds received by the local government.

Provides support and assistance with financial audits and examinations.

Prepares and compiles information for budget, legislative hearings, and reporting purposes.

Ensures that reimbursements are received and reported timely.

Coordinates financial and grants management activities; serves as liaison with grant managers for efficient management of grant programs.

Prepares various reports and follow-up with departments/agencies to ensure compliance.

Performs other related duties as required.

### **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of and ability to understand and implement programs within federal guidelines.

Knowledge of Government Financial/Cost Accounting.

Knowledge and ability to conduct training and seminar sessions.

Skill in computer operation, especially in the latest Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.

Skill in efficient and effective oral and written communication.

Ability to serve the public and others in a courteous and professional manner.

Ability to maintain a high-level of confidentiality.

Ability to exercise efficient time management.

Ability to coordinate and handle multiple tasks, meeting established deadlines.

Ability to analyze and evaluate data, create spreadsheets, charts, graphs, and presentations.

Ability to prepare financial data analysis.

Ability to read and comprehend.

Ability to work independently with minimal supervision.

Ability to coordinate activities between federal program managers and other federal and local

government departments.

Ability to interact with senior management personnel (internal and external); and to establish strong relationships with co-workers and staff of other departments and agencies.

### **FACTOR 2- SUPERVISORY CONTROLS**

Supervision is received from the Agency Head or designee who assigns work. Incumbent works independently with minimal supervision, Work is reviewed through discussions, meetings, presentations, and reports submitted.

### **FACTOR 3- GUIDELINES**

Guidelines include, federal and local laws, rules and regulations, grant award conditions, contracts, agreements, OMB circulars, memos from regulatory departments, including the Office of Management and Budget, Department of Finance and Property and Procurement.

### **FACTOR 4- COMPLEXITY**

Work entails the financial oversight and review of local and federal programs/projects within the department/agency.

### **FACTOR 5- SCOPE AND EFFECT**

The purpose of work is to provide general financial management of federal-aid programs. The ultimate positive impact is to achieve efficient and effective use of federal funds and accountability in reporting.

### **FACTOR 6- PERSONAL CONTACTS**

Contacts are federal programs managers, commissioners, directors, other employees, third party fiduciary, and financial officers.

### **FACTOR 7- PURPOSE OF CONTACTS**

Contacts are made to obtain and distribute information regarding federally funded programs and activities.

### **FACTOR 8- PHYSICAL DEMANDS**

Work is mostly sedentary but includes some lifting.

### **FACTOR 9- WORK ENVIRONMENT**

Work is performed primarily in an office setting, where no special safety regulations or precautions are necessary.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Accounting, Finance, Business Administration or Management and at least five (5) years of progressive work experience in accounting, grants management or a related field.

**OR**

Any combination of education, experience, training, or certification that is equivalent to seven (7) years of progressive experience in accounting, finance, business administration or management, not below sixty (60) college credits.

Date: 8/25/2023

Approved by: 

Director, Division of Personnel