CLASS TITLE: GRANTS SPECIALIST

PURPOSE

Under the direction of the Director of Grants, the Grants Specialist is responsible for developing and monitoring complex grant budgets, reconciling budget issues as they arise, preparing a variety of budget and personnel transaction requests; assembling grant applications, conducting research in support of grant proposals, preparing special reports and correspondence; maintaining accurate and orderly financial and other grant-related records.

Essential Functions
Examples of essential functions are descriptitve and not restrictive in nature

- Assists the Director of Grants in reviewing, approving, and tracking requisitions, reimbursements, and payroll documents for all grant projects.
- Responds to inquiries requiring detailed knowledge of policies and procedures related to budget development and grant monitoring.
- Prepares budgets for specially funded projects, gathering necessary data from appropriate college staff and applying regulations from external agencies and internal departments.
- Interprets related regulations and guidelines of accounting principles, funding agency requirements, and internal accounting systems.
- Assists grant project directors with the development and administration of grant budgets.
- Develops operating budgets for funded projects, including account set-up.
- Coordinates, prepares, and/or edits various budget documents, including budget revisions and appropriation transfers.
- Updates and maintains grants budget system to ensure accuracy; generates reports as needed.
- Reconciles grants budget system with other system databases.
- Maintains and monitors grant project records to audit standards.
- Researches and disseminates funding opportunities; maintains distribution lists.
-Collects and compiles data; provides research assistance for grant proposals.
- Assists in grant proposal development (e.g., answers questions, develops supplementary documents, completes required forms, generate charts and resumes).
Other Duties
• Performs related duties and special projects as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:
• Generally accepted accounting practices and procedures
• Mathematics and basic statistical computations
• English grammar, vocabulary, and spelling
• Rules, regulations, guidelines, and legislation that pertain to specially funded projects
• Data collection methods; database systems, spreadsheets, and flow chart applications
• Standard office practices, procedures, and equipment; and computer applications (e.g., Microsoft Office and LotusNotes)
• Policies and objectives for special projects as assigned
• Oral and written communications skills
• Record-keeping and report preparation skills
• Interpersonal skills
• College policies and procedures

Ability to:
• Make complex arithmetic calculations
• Read, interpret, comprehend, and implement governmental and accounting rules, regulations, guidelines, and legislation
• Work under pressure to meet deadlines
• Work independently while recognizing situations that require the supervisor’s attention
• Maintain accurate and orderly records
• Establish and maintain effective working relationships with faculty, staff and administration
• Develop and maintain effective working relationships with industry partners
• Effectively communicate with students, staff, faculty and administration
• Operate a variety of office equipment including fax, copier and computer
• Operate a computer using Microsoft Office and browser software
• Effectively utilize voicemail and email
• Meet schedules and timelines
• Assist in the preparation and maintenance of records, reports and files

EDUCATION AND EXPERIENCE:

Bachelor’s Degree in Business or closely related field. Minimum three years directly related experience required.
LICENCES AND OTHER REQUIREMENTS:

Valid California Drivers License

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.

September 25, 2006