

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Grants and Contracts Administrator I
DEPARTMENT: Grants
STATUS: Full-time / salary /exempt
SUPERVISED BY: Senior Grant Development Director
UPDATED: 08/19/2021

JOB SUMMARY: The Grants and Contractor Administrator I is responsible for grant and contracting activities of the agency, both before and after the awards process.

This position coordinates efforts of program, development, and finance staff to ensure grant applications and reports are complete, accurate, and timely. This position completes invoicing and draws for all grant and contract activity. The Grants and Contractor Administrator I ensures CSS complies with all regulatory, reporting, and special conditions of grants. Additionally, the position monitors expenditure levels for all grants and assigned contracts.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business professional code of ethics, be well organized, support overall mission and direction of the agency, and function well under stressful conditions.

Education/Experience: Bachelor's degree and two years of experience being responsible for grant administration and reporting, or an equivalent combination of education and experience.

Skills: Must possess current and basic knowledge of Federal, State, Municipal, and other grant regulations, practices, and reporting requirements. Must be able to communicate clearly and professionally (orally and in writing) with employees and agency management. Excellent math skills.

DUTIES & RESPONSIBILITIES:

Grant/Contract Administration:

1. Monitor reporting and filing schedules for all grants/contracts.
2. Review allowability with all applicable grant regulations, requirements, reporting schedules, and deadlines.
3. Prepare grant set ups in the financial system.
4. Coordinate the production of and file required grant reports, ensuring accuracy, completeness, and timeliness.
5. Complete grant draws and invoicing and monitor receivables.
6. Develop grant spending strategies in partnership with program personnel.
7. Provide a critical link between program, finance, development, and administrative staff.
8. Assist in the annual budget, audit process, and grant site visits.
9. Complete the closeout process for all grants and contracts.
10. Act as backup to the Grant Administrator II.

Communications:

1. Act as the initial contact and focal point for grant/contract-related communications.

Data Management and Reporting:

1. Participate in the writing of grant proposals, working with grant writers to ensure proposal completeness and compliance with applicable regulations and requirements, including proposal budgets.
2. Gather required data from program and finance staff. Assemble and file complete and accurate reports. Ensure that payment requests are filed with grant reports as required. Track the status of all grant reports and payment requests, and subsequent payments.
3. Coordinate all required grant revisions with program, development, and finance staff. Track the status of grant revisions.
4. Assist programs, human resources and finance departments in assuring grant expenditures are appropriate and are assigned proper account codes related to payments for goods and services. Process cost transfers as needed.
5. Review monthly grant narrative and expenditure reports for accuracy.
6. Communicate grant calendar with development, finance, and program staff to ensure the maximum collaboration when applying for funds or communicating with grantors.

Support:

1. Act as a resource for program, administrative, and management staff by providing accurate and current advice regarding grant-related issues. Maintain a high level of awareness related to Federal, State, Municipal, and other grant agency requirements.
2. Assist with writing grant proposals.
3. Seek out new grant opportunities as needed.
4. Assist the Grants and Contracts Administrator II as needed.

General:

1. Support agency activities and events as required.
2. Attend meetings as requested.
3. Review files to ensure all necessary information and documentation essential to establish a complete audit trail for financial accountability is available.
4. Research, organize, and prepare appropriate documentation.
5. Other duties as assigned.

Physical Requirements: Ability to work at computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and in service trainings as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____