

## CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

**TITLE:** Grants Administrator  
**DEPARTMENT:** Alaska Office for Refugees  
**STATUS:** Full-time / salary / exempt  
**SUPERVISED BY:** State Refugee Coordinator  
**UPDATED:** 09/01/2023

**JOB SUMMARY:** The Grants Administrator is responsible for managing the sub-awards of the Alaska Office for Refugees. The Alaska Office for Refugees receives primarily funding through the federal Office of Refugee Resettlement.

This position coordinates efforts to ensure that grant reports from sub-awardees are complete, accurate, and timely. This position will process invoices from sub-awardees and ensure that charges are in alignment with contracts. The Grants Administrator ensures CSS complies with all regulatory, reporting, and special conditions of grants. Additionally, the position monitors expenditure levels for all grants and assigned contracts. The Grants Administrator will assist with on site reviews as well as file reviews.

### **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. Assist the State Refugee Coordinator and Refugee Data Quality Manager with the production of required grant reports, ensuring accuracy, completeness, and timeliness.
5. Complete grant draws and invoicing and monitor receivables.
6. Provide a critical link between sub-awardees to the Alaska Office for Refugees.
7. Work with CSS finance, development, and administrative staff to ensure smooth processing of payments and contracts.
8. Assist in the annual budget, audit process, and grant site visits.
9. Complete the closeout process for all grants and contracts.
10. Assist in monitoring sub-awardees both on site and in file reviews.

**Data Management and Reporting:**

1. Participate in the writing of discretionary 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 sub-awardees and finance staff. Collaboratively 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 any requested grant revisions from sub-awardees.
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.
5. Communicate grant calendar with CSS grants, development, finance, and sub-awardees to ensure the maximum collaboration when applying for funds or communicating with grantees.

**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 as needed.
3. Seek out new grant opportunities as needed.

**General:**

1. Support AOR and refugee 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: \_\_\_\_\_