



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Grants Administrator

Program: Finance

Reports To: Finance Officer

Location: Juneau (preferred), remote considered

Revised Date: 4/20/23

Minimum Salary: \$75,000

PTO Tier: 1

FLSA Status: Exempt, Administrative

POSITION SUMMARY

The Grants Administrator provides comprehensive financial oversight of AASB's grant application, implementation, and accountability processes with the goal of maximizing external funding to support AASB's mission and support for the Conditions for Learning program. The position helps to ensure that awarded grants and contracts are compliant with funder requirements, ensure effective financial management of grant programs, and coordinate all funder reporting. This position works under the direction of the AASB Finance Officer, but also must work closely with the Conditions for Learning team and leadership.

DUTIES AND RESPONSIBILITIES

- Coordinate acceptance of Grants and Subawards.
- Assist and, at times, conduct post-award coordination meetings with all key stakeholders involved in awarded grants.
- Develop and maintain a database of required submittals and deadlines that tracks the progress of ongoing grants, grant deliverables, and closeout activities; provide regular status reports to finance leadership.
- Coordinate with Finance Officer, CFL Director, grant and program managers, grant coordinator, and other personnel as necessary to ensure compliance with granting agency regulations, including timely submission of grant deliverables. Assist grant managers with items such as, but not limited to, required financial reporting, amendments, carryover/no-cost extensions, and budget revisions.
- In coordination with the Grants Coordinator, maintain an electronic filing system for all grant documents and reports.
- Manage access to all funding portals, providing assistance as needed for uploading or updating information pertaining to the awards.
- Support grant managers and program leaders to coordinate and prepare for grantor site visits and audits.
- Support the finance officer in preparing for annual financial audits and indirect rate negotiations.
- Attend and/or coordinate routine training opportunities for grant recipients and finance staff.
- Other duties as assigned

POSITION QUALIFICATIONS

Education:

- Bachelor's degree in business, business administration, public administration, public education, communications, accounting, or another relevant degree. Relevant work experience may be considered in lieu of a college degree.

Experience:

- Two years of experience in the administration of grants, including the submittal of grant applications and/or grant reports
- 2 years of experience in community or program planning, organizing, or facilitation
- Demonstrated competency and experience with word processing, spreadsheets, database management, desktop publishing or graphic design
- At least 2 years of accounting experience in payables or receivables
- Experience in non-profit or foundation administrative functions is highly desirable

Knowledge, Skills & Abilities:

Knowledge of:

- Grant application and administration processes
- Program planning methods
- Grant narrative and budget development
- Knowledge of statutory and regulatory compliance requirements of external funders.

Skills:

- Excellent verbal and written communications skills
- Excellent planning, organizational and creative problem-solving skills
- Highly proficient in online accounting systems such as QuickBooks Desktop.
- Advanced proficiency working with spreadsheets, databases. Experience using Smartsheets is favorable.
- Intermediate to advanced proficiency in Word, PowerPoint for high quality communication and reporting.

Ability to:

- Work independently.
- Work under pressure, including short timelines, with attention to detail while successfully completing multiple tasks.
- Work effectively with a wide range of professionals including finance staff, grant managers and funding source representatives.
- Ability to work and communicate collaboratively in order to meet reporting deadlines and requirements.

Working Conditions: Work to be conducted primarily in the Juneau office; Regular evening, weekend and overnight travel required.

Physical Demands: Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking.

Salary/Benefits: This is a full-time, salaried, exempt position. Regular work days are Monday through Friday, 8:00 a.m. to 5:00 p.m; weekend work is required. A generous leave and benefit package is included.

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.