



## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** Grants Administrator

**Program:** Finance

**Reports To:** CFO

**Location:** Juneau (preferred), remote considered

**Revised Date:** 12/03/2025

**Minimum Salary:** \$75,000

**PTO Tier:** 1

**FLSA Status:** Exempt, Administrative

### **POSITION SUMMARY**

The Grants Administrator is responsible for comprehensive financial oversight of the Alaska Association of School Boards' (AASB) grant lifecycle, including application, contract management, monitoring, reporting, and accountability. This position works under the direction of the AASB Chief 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 to track grant deadlines, spending progress, deliverables, and closeout activities; provide regular status reports to finance and program leadership.
- Coordinate with CFO, CFL Director, Grant Coordination Manager, grant and program managers, and other personnel as necessary to ensure compliance with granting agency regulations, including timely submission of grant deliverables and monitoring of relevant policies.
- Assist grant managers with required financial reporting, subrecipient monitoring, amendments, carryover/no-cost extensions, and budget revisions.
- Maintain, in coordination with the Grant Coordination Manager, an electronic filing system for all grant documents and reports.
- Manage access to all funding portals and provide assistance as needed with uploading or updating information for the awards.
- Prepare monthly expense draw-downs for CFO review.
- Work with key staff to develop program budgets and budget narrative reports.
- Upload monthly QuickBooks reports to the approved system for program staff review.
- Support grant managers and program leaders to prepare for grantor site visits and audits.
- Support the CFO 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 submission 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, and database management.
- At least 2 years of accounting experience in payables and receivables.
- Experience in non-profit and/or foundation administrative functions is highly desirable.

**Knowledge, Skills & Abilities:****Knowledge of:**

- Grant application and administration processes, including narrative and budget development.
- Program planning methods.
- Subrecipient monitoring and risk assessment.
- Knowledge of statutory and regulatory compliance requirements of external funders.

**Skills:**

- Excellent verbal and written communication skills.
- Excellent planning, organizational, and creative problem-solving skills.
- Proficiency with online accounting systems, preferably QuickBooks Desktop.
- Advanced proficiency with spreadsheets and databases. Airtable experience a plus.
- Advanced proficiency with Google Workspace Suite (docs, sheets, drive, etc.).

**Ability to:**

- Work independently and 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-person, virtually, and through written communication in order to meet reporting deadlines and requirements.
- Work with remote teams and staff.

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

**Physical Demands:** Some light lifting occasionally required (up to 40 lbs.). Long hours on the computer/keyboard. Occasional 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 with an hour lunch break; weekend work may be required. A generous leave and benefit package is included.

**To Apply:** Email cover letter and resume before **January 30, 2026**, to Laurie Miller at [lmiller@aasb.org](mailto:lmiller@aasb.org).

*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 experience, qualifications and job requirements.*