

# JOB DESCRIPTION



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**Position Title:** Grant Finance Compliance Coordinator

**Department:** Finance

**Employment Category:** Exempt Staff

**Primary Location:** Sierra Vista Campus  
Partially funded with Grant Funds

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX10

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**Position Summary:** The Grant Finance Compliance Coordinator is responsible for performing administrative, operational support, and compliance reviews of assigned grants, and for working with grant project staff to ensure requirements of grants are met and reports are prepared and submitted in a timely manner.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Completes administrative and compliance reporting for assigned grant programs; submits funding requests for various grant programs; provides support to grant program managers regarding requirements and allowable expenses; confers with outside awarding agencies regarding reporting requirements

Prepares and routinely reviews budget reports, procurement records, and other related reports, ensuring timely filing as required by fund granting agencies

Maintains accurate grant records and data files that meet grant compliance requirements and performance metric reporting and analysis needs; assists in the audit of grant records as needed

Provides technical assistance to project directors and staff related to grant requirements, restrictions, etc. in a professional and responsive manner

Reviews grant proposals, including budgets, restrictions, and reporting requirements, as well as future impact beyond the grant award cycle

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of budgeting principles, practices and methods  
Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work  
Working knowledge of grant reporting and budgeting  
Knowledge of current office technologies, including video conferencing tools and standard office equipment  
Working knowledge of Microsoft Office applications, with specific proficiency in Excel for data tracking and SharePoint for file management and site editing  
Knowledge of account reconciliation methods and techniques  
Knowledge of financial analysis methods  
Skill performing detailed numerical computations with accuracy  
Skill preparing detailed reports in a timely manner  
Ability to organize and follow multiple tasks through to completion with a high attention to detail and accuracy  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to work independently while contributing to a team environment  
Ability to establish and maintain effective working relationships with faculty, staff, and students  
Ability to engage a diverse population and to maintain composure when faced with difficult situations  
Ability to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

**Work Environment:** Work is primarily performed under general supervision in an office setting. Some travel and occasionally early morning, evening, or weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Director of Finance/Controller (informal reporting to grant project directors)

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.