



# ADA COUNTY HUMAN RESOURCES

## GRANT ADMINISTRATOR

*Clerk/Auditor/Recorder*

**HIRING WAGE:** \$51,160 – \$72,000/yr DOE

**STATUS:** Full-time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

### GENERAL SUMMARY

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Performs a broad range of complex administrative and accounting tasks to manage the lifecycle for a variety of private, state and federal grants. Responsible for administering, tracking, providing oversight and technical assistance for compliance, administration of grant activity for private, state and federal grants to include subcontracts. Assists colleagues with grant related activities and provides guidance regarding regulations.

### DISTINGUISHING FEATURES OF THE CLASS

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Work is performed under general supervision and is reviewed by the Accounting Manager.

### ESSENTIAL FUNCTIONS

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- Complies with grants regulations and reporting requirements for private, state and federal grants;
- Ensures compliance with federal Uniform Grant Guidance (2 CFR 200);
- Manages day to day operations of the grants, including budgeting, procurement and contracts related to grant funds;
- Prepares and files all required reports in a timely manner;
- Coordinate all collection and tracking of performance metrics to ensure proper reporting;
- Coordinate all subawards and ensure compliance;
- Visit subrecipients for grant monitoring and support;
- Works collaboratively with partners and colleagues to maintain positive, supportive relationships;
- Negotiation, project management and project scheduling skills;
- Manages grant funds and maintains tracking activities;
- Performs reconciliation of grant expenditures and revenues;
- Collaborate with grant owners to educate and ensure adherence to compliance regulations;
- Provides technical assistance to offices and departments in determining eligibility for grant opportunities, preparing grant applications, and ensuring deadlines are met;
- Communicates grant related updates to management and stakeholders;
- Prepare and analyze fiscal reports, statements and schedules;
- Maintains detailed, organized, accurate records in accordance with state and federal policies.

### ADDITIONAL FUNCTIONS

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- Compiles grant audit information to aid internal auditors as necessary;
- Performs related duties as required.

### JOB REQUIREMENTS

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- Bachelor's degree from an accredited university or college and two (2) years of progressively responsible professional grant management or auditing experience OR an equivalent combination of education and/or related experience that provides the necessary knowledge and abilities;
- Experience with federal grants required;

- Advanced skill in using MS Office Suite to include Word, Excel, Outlook, and PowerPoint;
- Familiarity and experience with grant management software solutions;
- Functional knowledge of principles, methods and practices of county finance, budgeting, and accounting; techniques and methods used in sound business practices;
- Knowledge of laws and regulations pertaining to grants and contract administration;
- Knowledge of the application of governmental accounting, auditing, and budgeting;
- Knowledge of business math and English grammar, spelling and punctuation;
- Knowledge of clerical, accounting and bookkeeping methods;
- Knowledge of methods used in keeping fiscal accounts and records;
- Ability to read and comprehend technical research materials;
- Ability to work with others in the accomplishment of the required work;
- Ability to exercise judgment and discretion in the performance of duties;
- Ability to make sound judgments and draw valid conclusions;
- Ability to prepare detailed, concise reports;
- Ability to establish and maintain effective working relationships with various stakeholders;
- Ability to provide guidance to others;
- Ability to read, interpret, and comply with law, regulations, policies and procedures;
- Ability to work independently and in a team environment;
- Ability to maintain confidentiality;
- Ability to make formal presentations and present information clearly and concisely verbally and in writing;
- Ability to maintain prompt and regular attendance.

#### **OTHER REQUIREMENTS**

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- May be required to attend evening meetings and work beyond normal business hours when accomplishment of the work requires;
- Must successfully pass a background check which includes reference and criminal history checks.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

#### **DISCLAIMER**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

#### **NOTE**

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*