



Cow Creek Government Office

Grants Management Specialist

Job Code: 1616
Department: Finance
Location: Roseburg
Minimum Salary: \$27.99

Written/Revised: 4/20/22, 6/22/22

POSITION PURPOSE:

Grants Management Specialist works with the Grant Accounts Manager to monitor, track, and report grant financials. Tracks and monitors contractual requirements and provides technical assistance as needed to ensure sound contractual execution with agreement terms and conditions, and accurate financial management of grant contract requirements.

ESSENTIAL FUNCTIONS:

- Identifies and interprets contractual provisions of the Government-funded Agreements and monitors financial requirements and assists with financial reporting requirements from various award agencies.
- In collaboration with the Grants Account Manager, identifies and resolves financial compliance issues relating to Government-funded agreements. Conducts periodic checks of key compliance areas to ensure agreement requirements are successfully met. Works with program staff to develop, organize, and finalize materials needed for means of verification of financial management requirements of grant awards per agency agreements.
- Identify areas of communication for departments as they relate to award agency changes or updates; remain abreast of compliance changes, activities and identify trends in financial management and reporting of agency awards; communicate appropriately with staff concerning policies, procedures, and updates in financial management of agency awards.
- Facilitates agency award execution of agreements and tracking of grant management processes and procedures in necessary management software.
- Prepares grant agreement contracts for appropriate department, legal, and executive signatures.
- Works collaboratively with Grant Accounts Manager to ensure accurate financial reporting per agency award requirements; facilitate training and support to staff who manage agency awards to ensure appropriate use of organization grant management software.

QUALIFICATIONS:

- Associate degree required.
- Minimum 2 years progressive experience in federal grant management required.
- Must possess an advanced knowledge of account management procedures and processes associated with grant award agreements.
- Experience working with Bureau of Indian Affairs preferred.
- Broad base of relevant knowledge and skills related to accounting and financial management systems, fund accounting experience required.
- Detail oriented with excellent verbal, written, and interpersonal skills.
- Ability to manage multiple projects and priorities, as well as multistep processes.
- Minimum 1 year of general accounting experience required.
- Proficiency in Excel and Word.