

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Grants Specialist

Reports To: Fiscal Manager

Supervises: None

FLSA Status: Exempt

Pay Grade: 6

General Duties:

The Grants Specialist works with a variety of financial, program and management staff. Under general supervision, prepares and administers technical accounting and budgeting records, projections, and reports; coordinates, facilitates and participates in the development and administration of major and complex operating budgets, grant budgets and related fund accounts. Grants Specialist is responsible for planning, managing, assisting and/or overseeing activities including billings, collections, cash draws, deposits, or disbursements of grant funds. This position requires the ability to communicate effectively with government officials, contracting agencies and staff and maintain a working knowledge of grant regulations and reporting requirements. Work is performed under minimal supervision and requires advanced financial management capabilities and the ability to exercise discretion and independent judgement.

Specific Duties and Responsibilities:

- Administer the financial aspects of a grant portfolio ensuring the appropriate use of federal/state funds.
- Identify and analyze trends in the use of funds and recommend adjustments requiring reprogramming actions or adjustment of program activities.

- Prepare financial documents, amendments, reporting statements, and all other documents required for financial compliance with agency and program regulations, applicable federal management circulars, and official federal and state memoranda.
- Regularly analyze grant budgets as compared to actual revenue and expenditures. Ensure supportable cost allocation for expenditures and develop appropriate methods to ensure timely receipt and disbursement of grant funds.
- Provide program staff with data to ensure full compliance with grant conditions, budgetary limits, and optimal utilization of public resources.
- Prepare supplemental financial analyses for program planning and future grant initiatives.
- Analyze relevant financial resources, data, and reporting/accounting systems, and develop and recommend timely solutions to ensure compliance or improve fiscal operations.
- Maintain a fully accessible, comprehensive filing and recordkeeping system.
- Provide program managers an open obligations report on a regular basis.
- Ensure that reports and reconciliations are prepared in a timely and accurate manner.
- Check the accuracy and consistency of data to ensure that disbursements are made against the proper fund source, program year and within contractual obligation limits.
- Compile transaction data from accounting records and prepares financial reports pertaining to multiple accounts.
- Analyze current and/or required procedures to provide advice and assistance concerning payment or billing processes.
- Validate current processes with respect to regulatory requirements.
- Analyze budgetary and financial data to develop multi-year grant budget estimates.
- Provide full support to federal and state grant monitors and external auditors.
- Maintain and verify financial, statistical, or other fiscal records in connection with various local, regional, state, and federal grants
- Clarify and resolve technical and contractual issues and problems with grants and guide program staff on grant regulations and use of grant funding.
- Understand and adhere to grant regulations and use of grant funds;
- Perform complex, specialized grant accounting functions; comply with periodic financial reporting and reimbursement submittal requirements;
- Correspond with representatives from local, regional, state, and federal agencies regarding matters involving grant status, funding, reporting, and requirements. Communicate effectively, professionally, and cooperatively both verbally and in writing.
- Research and prepare budget expenditure projections; monitor and report on budget expenditures; process requests for budget adjustments and institute fund transfers; review and verify budget accounts.
- May conduct research, make recommendations, coordinate, and report on grant applications and awards.
- Provide support and assistance to the Fiscal Manager as required.
- Performs related duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- Associate's degree in business administration, finance or accounting with five years of specialized public sector experience is required. A Bachelor's degree in business administration, finance or accounting with three years of specialized public sector experience is preferred.
- Knowledge of financial management principles and concepts and the ability to analyze and oversee grant financial resources.
- Fund accounting reporting practices;
- Practices and procedures of governmental budgeting and accounting;
- Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping;
- Fundamental accounting and internal control policies and procedures;
- Standard office practices and procedures; principles and practices of sound business communication.
- Ability to use technology and financial management systems and other office automated software applications and tools designed to record and capture financial data.
- Ability to prepare complex spreadsheets and verify the accuracy of financial data and information;
- Analyze, balance and reconcile financial data and accounts;
- Project revenues and expenditures;
- Prepare complex accounting schedules and execute fund transactions; organize work, set priorities and exercise independent judgment within established guidelines;
- Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly;
- Prepare clear and accurate financial records and reports;
- Ability to communicate clearly, concisely, and informally, verbally and in writing.
- Ability to respond to sensitive situations, which may affect a diverse audience or group.
- Ability to review proposed and current budget data for compliance with policies/regulations.
- Skill in quantitative analysis techniques to determine changes in grant programs and priorities.
- Ability to work effectively and courteously with internal and external partners to achieve positive results and to collaborate across multiple program functions.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Competencies:

- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience. Presents ideas and facts clearly and effectively in writing, and minimizes or avoids spelling and grammatical errors.
- **Composure:** Conveys a positive image of him/herself, his/her team, and the company effectively. Understands how tone of voice, word usage, eye contact, and body language affects others' perception of him/her.
- **Customer Focus:** Convergence of product awareness, attitude, efficiency, and problem solving in a way that adds value to the team, role or organization. Satisfies expectations and requirements from both internal external stakeholders. Identifies customer needs and is able to provide solutions or answers to problems.
- **Decision Making:** The thought [process](#) of selecting a logical [choice](#) from the available options. When trying to make a good [decision](#), a [person](#) must [weigh](#) the positives and negatives of each [option](#), and consider all the alternatives. For [effective](#) decision making, a person must be [able](#) to [forecast](#) the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Effectiveness:** Ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers, and team members. Completing work that has been outline in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner, that fulfills all requirements of the work.
- **Efficiency:** Able to achieve maximum productivity with minimum wasted effort or expense.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job.

Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.

- **Motivation to Succeed:** The ability to stimulate interest and enthusiasm in others in a way that benefits the organization; creates a work environment that inspires people to do their best. The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Planning:** Assists in the formulation of both long-term and short-term strategies, projects and procedures by either actively participating in the planning process or by providing substantive input or data. Able to assess the actions, time and resources needed.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Professionalism:** Demonstrates a high-level of professional etiquette with internal and external stakeholders. Maintains tact in addressing difficult, awkward or conflicting situations. Displays consistent poise in all facets of his/her work.
- **Project Management:** The practice of initiating, planning, executing, controlling, and closing the [work](#) of a [team](#) to achieve specific goals and meet specific success criteria at the specified time.
- **Quality of Work:** Demonstrates a commitment to accuracy and thoroughness, and is fully committed to excellence in all phases of his/her job. Identifies and resolves mistakes, errors or omissions quickly and thoroughly.
- **Quantity of Work:** Achieves maximum productivity. Is effective in using time wisely and allocating tasks to ensure that all work is completed in a timely manner.
- **Respect for Diversity:** Manages all kinds and classes of people equitably and inclusively. Respects diverse perspectives. Supports equal and fair treatment and opportunity for all.
- **Resource Management:** Ability to effectively manage all resources, such as budget, effort, time-required to achieve organizational goals and business results.
- **Strategic Focus:** The ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success and viability of the organization.
- **Team Work:** Provides assistance, information or other support for the team to build or maintain relationships with them. Works well with other team members and does not contribute to unproductive group conflict.
- **Technology:** Comfortable using technology to accomplish tasks including adapting to new technology to optimize performance.

- **Time Management:** The process of [planning](#) and exercising [conscious](#) control of time spent on specific activities, especially to increase [effectiveness](#), [efficiency](#), and [productivity](#). It involves a juggling act of various demands with the finiteness of time.

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

Revised: June 23, 2020