

JOB DESCRIPTION
GRANTS & FINANCE SPECIALIST, SENIOR
FLSA STATUS – EXEMPT
SALARY RANGE - \$70,000 - \$75,000

Grants and Finance Specialist, Senior

JOB SUMMARY

Performs responsible professional work writing, maintaining, reviewing and coordinating federal and state grant programs, contract administration and other assigned special projects. Work includes researching, evaluating information, initiating action and preparing grants within the framework of professional grant writing techniques. As a secondary function, the position will provide backup finance support via QuickBooks data entry, time sheet processing, accounts payable, accounts receivable, invoicing, month-end closing, and general finance department operations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Interprets federal, state, and county regulations and guidelines on programmatic and administrative matters pertaining to grant programs;
- Prepares documents for grant funding and maintains grant funding resource materials and publications;
- Coordinates special grants projects that may range from program planning, budget preparation, research, and public relations;
- Coordinates and implements project management of various environmental activities;
- Monitors site inspections, prepare reports, and submits to permitting agencies for review and acceptance in alignment with various grant projects;
- Establishes and maintains systems for contract monitoring, bid specification review, grant preparation, and contract writing pertaining to grants;
- Prepares and submits various grant award applications;
- Monitors grant compliance; prepares periodic reports on fiscal status of grants and other programs;
- Meets with representatives of funding source(s) to work out final details of proposal;
- Maintains master files on grants;
- Enter and maintain accounting data in QuickBooks, including timesheets, bills, invoices, payments, deposits, and other finance-related transactions.
- Assist with processing and reviewing employee timesheets and related payroll support documentation.
- Support accounts payable functions, including entering bills, maintaining vendor documentation, and assisting with payment preparation.
- Support accounts receivable and invoicing functions, including preparing invoices, tracking backup documentation, and assisting with follow-up as needed.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Nine (9) years professional experience grant writing, contract negotiation and/or monitoring of various federal or state funding sources; or Associate's degree in finance, accounting, business, public administration, or a related field and seven (7) years professional experience as described above; or Bachelor's degree in finance, accounting, business, public administration, or a related field and five (5) years professional experience as described above; or an equivalent combination of training, education, and/or experience to perform the duties listed;

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Experience in government, nonprofit, grant-funded, or fund-accounting environments required.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience with QuickBooks highly desired.

Knowledge, Skills and Abilities:

- Knowledge of federal and state grant programs and the fiscal procedure required in this specialized area;
- Knowledge of the principles, practices and methods of grant acquisitions including advanced knowledge in environmental management;
- Knowledge of national, state, and local grant acquisition related laws, rules, codes, and regulations;
- Ability to plan and execute a grant management program related to the specialized area of assignment;
- Ability to establish and maintain effective working relationships with other federal, state and county operational units;
- Working knowledge of QuickBooks and/or QuickBooks Desktop;
- Intermediate Microsoft Excel skills required, including formulas, filters, sorting, formatting, reconciliations, and spreadsheet review;
- Proficiency in Microsoft Office 365, including Excel, Word, Outlook, Teams, and SharePoint/OneDrive;
- Solid math, accounting, and data-entry skills;
- Strong attention to detail and ability to review work for accuracy;
- Ability to organize records, maintain documentation, and meet deadlines;
- Ability to manage multiple tasks and adjust priorities as needed;
- Skill in written, research and verbal communication;

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.