



Grants Administrator

Job Announcement (Orleans)

TITLE: Grants Administrator

STATUS: part-time, benefited (paid time off, sick leave, SIMPLE IRA, air ambulance), non-supervisory position. Applicants that are seeking full-time jobs are still encouraged to apply.

COMPENSATION: \$17.98 to \$23.91 per hour. Appointments are typically made at the beginning of the range.

AVAILABLE: Immediately

DEADLINE: Position open until filled

APPLICATION PROCESS: Required employment application available at Mid Klamath Watershed Council, 38150 State Highway 96, Orleans, CA 95556 or www.mkwc.org or via email from employment@mkwc.org. Complete application, attach a resume and cover letter, and submit to employment@mkwc.org or PO Box 409, Orleans, CA 95556.

GENERAL DESCRIPTION: Through the guidance, supervision and support of the Administrative Director, the position provides for all aspects of grant administration for this medium sized non-profit.

JOB DESCRIPTION: Directs the activities associated with a portion of the grants/contracts/agreements accounting for MKWC. Works pre- and post-award to ensure compliance with state, federal and organizational guidelines. Interprets award guidelines to program staff. Verifies that all expenses billed to awards are accurate. Works in MKWC's financial accounting systems to track expenditures for all awards. Verifies availability of funds and allowable expenses as dictated by funding agency. Creates monthly invoices for awards based on funder requirements. Forecasts future funding and associated expenses. Implements system of checks and balances consistent with standard accounting practices. Brings instances of non-compliance to the attention of the Administrative Director. Performs related responsibilities as required.

PREFERRED QUALIFICATIONS:

- A bachelor's degree in accounting, business management, finance or a related field.
- One to two years of professional business or financial management experience. Previous grant and contract experience is highly desirable.
- Knowledge of principles and practices of non-profit administration.

REQUIRED QUALIFICATIONS:

- Computer applications related to the work, including Quickbooks (or other accounting software), Adobe Professional, Microsoft Office, and GSuite.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and MKWC staff, in person and over the telephone.
- Record keeping principles and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

PHYSICAL DEMANDS: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.