



Job Classification Description

**GRANTS OFFICER/VTC
VSC UP – PAT Bargaining Unit**

**GRADE 13
Exempt**

BASIC FUNCTION:

To manage the administration of grant programs at VTC in accordance with state and federal regulations and to monitor and ensure financial accountability for grants administration.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

- Manage general College grant program compliance in coordination with grant administrators to oversee compliance with regulations and grant requirements; prepare financial reports as required by grants and the VTC Business Office; and provide other support to grant programs.
- Oversee, monitor and manage grants administration to ensure accountability and compliance with reporting requirements; research and communicate with state, federal and private agencies to manage grants administration to ensure accountability and compliance with reporting deadlines and plan for cycles and renewal applications. Assist with grant renewal applications for financial proposal information and ensure it is in compliance with VTC and VSC policies and procedures.
- Assist grant preparers with development of budgets and financial justifications; work with grant managers to identify and track matches from various sources.
- Prepare monthly, quarterly and annual financial reports on grants and related activities, including coordinate audit schedules with grant administrators.
- Assist the VTC Director of Accounting Services with grant related accounting functions, including monthly and annual closing of fiscal records and reports; provide other assistance to the Business office in the absence of the Director of Accounting Services.

- Assist and advise VTC and others in the VSC with grant related issues.
- Keep abreast of higher education changes and trends and issues related to grants administration and opportunities areas where the interest and needs of the College can be matched with available grant resources.
- Plan, coordinate and monitor budget functions for the 4 million dollar VTC Restricted fund. Prepare all necessary financial and accounting reports for the Restricted Fund activity.
- Perform other related duties as required.

SUPERVISION RECEIVED

General supervision is received from the Director of Accounting Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate field with a master's degree or CPA desirable, plus three to five years financial management experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of state and federal grant programs and process of managing grants from business and industry and foundations.
- Excellent accounting skills and experience in grant management.
- Ability to plan and oversee grants budgets.
- Good collaborations skills.