



## Position Description

<b>PCN</b>	<b>08-0233</b>
<b>POSITION TITLE</b>	<b>GRANTS AND FINANCE ASSISTANT</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>14/15</b>
<b>REPORTS TO</b>	<b>ASSISTANT CONTROLLER – AEA PCN 08-0507</b>
<b>FLSA EXEMPT</b>	<b>No</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>SALINA BEARDEN APRIL 2018</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>AMY ADLER APRIL 2018</b>
<b>EFFECTIVE DATE</b>	<b>APRIL 11, 2018</b>

### POSITION PURPOSE:

Assists in the preparation and administration of incoming awards and sub-recipient grants. These duties include for both: verifying information provided by project managers and/or grantees; preparing the grant documents; tracking documents using the financial management system; ensuring the database has current information; and monitoring grant status to prepare amendments as necessary and close when the project and/or grant is complete.

Assists accounts payable staff in timely processing of accounts payable invoices for payment and assists in processing of force account labor payroll timesheets. Assists the Assistant Controller with tracking federal awards, preparing federal reporting documents, and preparing reports for federal billing.

### ESSENTIAL FUNCTIONS:

#### GRANTS DUTIES:

- Assists in managing incoming awards and sub-recipient grants. Prepares draft grant agreements, based on input from project managers, management, finance, procurement, and Department of Law. Ensures timely processing of grants including: reviewing information, verifying budgets, and entering and tracking grants in the financial management system. Addresses any issues or conflicts with the documents being reviewed. Maintains all award files.
- Prepares grant amendments by reviewing date due, funding amount, funding sources, and/or scope adjustments. Prepares amendments when changes are made to the grant template provisions. Monitors the review and signature processes.
- Prepares grant closeouts by verifying that the grantee has met all reporting requirements and all billings have been submitted and paid. Prepares necessary budget entries and monitors routing of grant applications for review and approval to appropriate parties.
- Prepares federal award application documents and routes for internal approvals. Tracks federal award expiration dates, prepares amendment application documents, and routes

for internal approvals. Submits all federal applications to the federal agency after internal approvals received. Maintains all federal award files.

#### FINANCE DUTIES:

- Reviews financial reports submitted by grantees for accuracy. Verifies charges are properly supported and investigates any discrepancies. Checks the requested amount against the open encumbrance in the accounting system to verify funds are available per the grant agreement. Obtains the necessary approvals for payment of requests. Codes request and inputs to the accounting system for payment.
- Assists with the preparation of federal reports for review and approval by the Assistant Controller. This includes running reports from the accounting system, and, after approval, submitting to the appropriate federal agency. Also assists with the preparation of federal reimbursement requests. This includes inputting sales invoices into the accounts receivable module of the accounting system and submitting the appropriate documents to the federal agency.
- Processes force account labor payroll: acts as backup for accumulating project timesheets at pay period end; reviews timesheets for completeness and accuracy; forwards timesheets to project managers for review and approval; resolves any outstanding payroll issues (i.e. illegible information, missing information, etc.); and submits authorized timesheets to the bookkeeper for payroll processing and payroll check distribution.

#### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires an intermediate level of skills in Excel, word processing, database software, email, and general office equipment.

#### CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, understand, explain, and apply rules, regulations, and procedures of varying complexity.
- Ability to maintain data from a variety of sources for accuracy and completeness, including computing budget or expenditure totals.
- Ability to collect and organize data and interpret its significance.
- Ability to accurately key data and information into databases and management information systems.
- Ability to communicate effectively in written and oral communication.
- Able to effectively prioritize workload, multi-task, organize, and maintain records.

#### DESIRED QUALIFICATIONS:

Requires an Associate's degree and minimum of three years' administrative support experience and one-year experience in accounting or working with complex budgets. Related experience may be substituted for the educational requirements.

**DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITIONS ONLY)**

Range 15 – Grants: Performs all functions related to grants with minimal oversight from the Senior Accountant/Grants Manager and AEA management.

Range 15 – Finance: Works independently, exercises appropriate judgment and decision making, and shows a mastery of tasks related to finance.