



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Grants Specialist

FLSA: Non-Exempt

DEPARTMENT: Grants

REVISED: 6/18/2015

Summary. Under direct supervision, is responsible for carrying out grant functions to include grant reimbursement requests, revenue and expenditures, reports, writing and various grant ledgers.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs various accounting activities in the Grants Department in accordance with Grant Policies and Procedures.
- Works closely with the Accounting Office to ensure timely payments and draws of grant monies.
- Assists with file management to ensure grant compliance.
- Coordinates revenues and expenditures of grant funding with the Grants Manager for active grants.
- Tracks, reconciles, reviews and assists with submitting reports for Laramie County Grants.
- Assists the Grants Manager with vouchers and reconciliation of grant ledgers.
- Assists the Grants Manager with budget preparation for all grants in the application and award process.
- Assists the Grants Manager with a variety of data; creates spreadsheets to organize, display and summarize financial data, facilitates analysis of data; and prepares fiscal and statistical reports.
- In absence of Grants Manager, position will assist with all grant applications, agreements, awards, reporting and compliance monitoring.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of all aspects of grant accounting and management
- Knowledge of Federal, state and local rules and regulations pertaining to grants
- Knowledge of financial records and systems
- Knowledge of basic Inventory management principles
- Knowledge of grant reimbursement processes and terminology

- Skill in coordinating and conducting grant activities
- Skill in conducting accurate data input and maintaining records and files
- Skill in preparing accounting reports and summaries

Minimum Qualifications:

Associates degree in Business Administration or Accounting and three (3) years grants experience; or an equivalent combination of education, training and experience.