

Position: Grant Technician	Salary Grade: 18
Department: CTE	FLSA: Non-exempt

Summary

Performs a variety of complex and technical accounting duties associated with the processing of WED program budgets and reports. Performs data entry of payments, contracts, and other related transactions. Record transactions and requests disbursements for WED accounts. Maintains financial records for WED and ensures transactions are processed as requested. Develop and perform budget projections for WED.

Essential Duties and Responsibilities

- This position will work closely with the Dean of Workforce & Economic Development
- Assist the Dean of WED in completing budgets and financial reports and studies; collect, compile and analyze budget related data.
- Develop budget projections including revenue and expense projections.
- Print and prepare a variety of documents including contracts and reports.
- Coordinating with appropriate staff to ensure expenditures meet grant and contract compliance guidelines as directed by the Dean of WED.
- Meet expenditure deadlines specified in grant/contract as directed by the Dean of WED.
- Generate expenditures reports for monitoring visits and various audits.
- Track and monitor budget expenditures for all grants and contracts.
- Responsible for preparing reports/invoices and tracking and recording accounts receivable.
- Make travel arrangements as directed.
- Make purchases for the Workforce Development department, preparing requisitions and ensuring proper coding and fund availability.
- Conduct annual grant inventories under the direction of the Dean of WED
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices, clerical and office procedures and methods, business mathematics and record keeping. Requires sufficient human relations skill to convey policies, and procedures to others; to deal cooperatively with others on accounting transactions. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, proportions, ratios, quotients, and percentages.

- **Abilities**

Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the additional ability to responsibly utilize complex and technical accounting databases. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto an automated accounting data entry system. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient hand eye coordination to recognize numbers, letters, and words. Requires the ability to use a typewriter style computer keyboard and 10-day for advance data entry. Requires auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

Requires a high school diploma or equivalent and 4 years' experience in a fiscal record keeping/banking or accounting capacity. Alternatively, the position may require an Associate degree in accounting or related field and two years of experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist. This position is grant funded.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 12/19/2012