Grants Administrator - Pay Grade 10

**Reports To: Executive Director**

**FLSA Status: Exempt – Administrative**

**Salary Range $52,000 - $88,214**

**Definition:**

This is a senior administrative position responsible for the financial management and grant administration activities of the LACRPC, including but not limited to providing accounting/fiscal program management as well as MPO budget monitoring; preparing and managing grants and contracts; preparation of monthly and annual reports; funding oversight and monitoring in compliance with local, state, and federal regulations.

**Required Training and Experience:**

The position requires financial management experience, including responsibility in preparing and administering financial plans and budgets and providing appropriate and timely analysis of financial matters. The position requires the successful completion of a Bachelor's degree in accounting (or a related field such as business or public administration, etc.) and two (2) years of accounting experience with a public sector agency dealing with state and federal funding requirements or an Associate's degree in accounting (or a related field such as business or public administration, etc.) and five (5) years of accounting experience within public sector agencies dealing with state and federal funding requirements. Computer literacy and grants administration experience is essential. A valid State of Ohio motor vehicle operator's license is required.

**Required Knowledge & Skills:**

The position requires a thorough knowledge of the principles/practices of business administration, including budget analysis, payroll/taxes, accounts payable/receivable, and cost accounting systems. The ability to compose/prepare annual budgets, budget projections, and other computer-generated financial records for presentation to the Commission is essential. Maintaining accurate ledgers for auditing and knowledge of material(s) preparation for audits is critical. Sound knowledge of computer software packages, including statistical, graphic, and spreadsheet applications, is required; understanding forecasting techniques is helpful. Experience with preparing and assembling grant applications is fundamental to position responsibilities. Knowledge of human resource management principles is expected. The position requires a self-starter who possesses excellent written and oral communication skills.

**Description of Duties:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position‐specific duties.*

\* Responsible for initiating accounting and reporting practices.

\* Presenting the financial statement monthly to the Commission.

\* Coordinate the agency's financial records with the County Auditor.

\* Responsible for submitting reports and invoices to the various state, local, and federal funding agencies when required.

\* Working with the Executive Director in the preparation of proposed budgets.

\* Preparation of vouchers for payment of bills and payroll records, and keeping an accurate work record of all staff time expended and assigned to various elements of the UPWP.

\* Responsible and accountable for all financial transactions of the Commission in compliance with local, state, and federal regulations.

\* Works directly with independent external auditors in providing information regarding the MPO’s internal controls, financial presentation, and annual financial statements.

\* May be responsible for the supervision of staff.

\* Assists in the management of agency human resource functions including, but not limited to, policy and procedures, workers compensation, family medical leave, and employee benefits.

\* Other duties as assigned by the Executive Director, Executive Committee, or various other committees of the LACRPC.

If interested please submit a cover letter and resume to Marlene Schumaker at:

[Mschumaker@lacrpc.com](mailto:Mschumaker@lacrpc.com) or

130 W. North St.

Lima, Ohio 45801

By January 14, 2022