



Position Title:	Contracts & Grants Manager	Job Code:	0471
Reports To:	Assistant Controller	Job Group:	PEC
Department:	Restricted Accounts	Salary Grade:	15
Prepared By/Date:	Jennifer C. Brito/05-01-2009	FLSA Status:	Exempt
Approved By/Date:	E.H. Levering/5-12-2010		
Revised:	Jennifer C. Brito/05-19-2010		

Summary:

The Contracts and Grants Manager is responsible for coordinating broad accounting functions as well as assisting the administrative supervisor in complex and varied assignments.

Essential Duties and Responsibilities:

- Assists with the management and accounting primarily the Restricted Funds, maintains accounts, monitors budgets, reconciles expenditures, and prepares appropriate Federal, State and other institutional reports
- Monitors funds to help ensure the College's compliance with Federal and State laws and regulations related to the contract and grants
- Supervises clerical operations of the department, including work allocation, training, and problem resolution, evaluates performance and makes recommendations for personnel actions, motivates employees to achieve maximum productivity and performance
- Collaborates with College departments and divisions; federal, state and local agencies; various organizations to consolidate resources and enhances performance.
- Assist in the training of new full-time and student employees.
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of accounting and the ability to apply this knowledge to work situations
- Skill in organizing resources and establishing priorities
- Skill and ability to supervise staff
- Strong leadership, communication, and interpersonal skills
- Excellent computer skills using Microsoft Office applications
- Ability to prepare complete and accurate journal entries accounting reports, and statements of considerable complexity
- Ability to supervise and coordinate the work of a moderately sized clerical staff
- Ability to establish and maintain effective working relationships with the employees and the general public
- Ability to communicate clearly, effectively and professionally through oral and written communications
- Ability to work flexible schedule that may include evening and/or weekend
- Ability to work in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree with a major in accounting or business administration and six (6) years related experience;

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name