



« **_COMPANYNAME** »
 « **_ADDRESSLINE1** »
 « **_ADDRESSLINE2** »
 « **_CITY** » « **_STATE** » « **_ZIPCODE** »
 « **_WEBSITE** »

JOB DESCRIPTION

General Job Title: Grants Manager

Original Date: [Click here and type]

Revised Date: [Click here and type]

Unit: [Click here and type]

Department: [Click here and type]

Basic Function and Scope of Responsibilities Responsible for all standard financial accounting functions of the company including general ledger, accounts receivable, accounts payable, time and expense, bank reconciliations, billing, payroll processing, monthly close reports, and other general accounting functions and other duties as assigned. This position is responsible for the development of the organization’s financial policies and procedures.

The grants manager works in collaboration with the Finance Director to ensure that the organization’s financial business process and internal environment are effective and efficient. The grants manager is responsible for managing cash and credit management processes and procedures for the organization. Participates in the preparation of budgets & in collaboration with the Finance Director, she/he manages the audit process for our organization, as well as the relationship with our external auditors. Oversee grant expenditures to ensure compliance with grant guidelines (prepare the necessary grant reports to provide a full accounting of grants received and use of funds).

Principal Responsibilities:	Percentage of Time
- [Click here and type]	%
- [Click here and type]	%
- [Click here and type]	%
- [Click here and type]	%
- [Click here and type]	%
- Perform other job-related duties as assigned	

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Bachelor’s Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master’s Degree |
| <input type="checkbox"/> Associate’s Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

- Specific training courses in this field (explain): [Click here and type]
- General experience in this field (explain): [Click here and type]
- Experience specific to this position (explain): [Click here and type]

Approved by (Supervisor):	Approved by (HR):	Salary grade (HR):	Cost center (HR):
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Authority:

Decision Making

What is the nature of the direct supervision that is provided to the incumbent of this position?

- Minimal direction is given

Financial Authority

Provide quantitative measurements (i.e. budgets, sales volumes, etc.) for which this position is responsible. Indicate type and amount:

[Click here and type]

Describe the impact of not carrying out or creating errors in the principal responsibilities of this position (Consider impact to department/company operations, internal and/or external customers, costs and timing of product or deliverables):

[Click here and type]

Contacts: List key contacts, purpose, and frequency for both internal and external contacts.

Function/Description	Purpose	Internal/External	Frequency
[Click here and type]	[Click here and type]	internal	daily
[Click here and type]	[Click here and type]	internal	daily
[Click here and type]	[Click here and type]	internal	daily

Supervisory Responsibility:

- No supervisory responsibility
- Provides guidance, leadership, or training to other employees (no direct supervision)
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel
- Directly responsible for supervising exempt, professional, or technical employees
- Directly responsible for supervising supervisory/managerial employees

Organizational Structure:

Job Title to which this position reports: [Click here and type]

Job Titles directly reporting to this position: [Click here and type]

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): [Click here and type]

Working Conditions:

Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): [Click here and type]

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery, or other hazardous conditions requiring safety adherence and/or PPE equipment): [Click here and type]

Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required): [Click here and type]

Domestic/International Travel:

Extensive Hours:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. «_CompanyName», reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.