



# JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	8/16/2018	POSITION #:	FS9770
NAME OF INCUMBENT(S):			
JOB TITLE:	Grants Specialist		
DIVISION:	Financial Services		
DEPARTMENT:	Controller		
PAY TABLE/LEVEL/GRADE:	SU 5	REPORTS TO:	FA9955

**STATUS:** Please click the appropriate boxes that apply.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing                | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>Clerical/</u> | <input type="checkbox"/> Individual Position        | <input type="checkbox"/> Part-Time: _____ Hours/Week      |
| <input checked="" type="checkbox"/> Non-Bargaining                    | <input type="checkbox"/> Pooled Position:           |   |
| <input type="checkbox"/> Provisional/Grant Funded                     | _____ No. of Employee if this position is pooled.   |   |

**JOB SUMMARY:** (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

Gathers financial and program data from Grant Customers (Principal Investigators), External Affairs, and support staff. Prepares necessary accounting entries, tracking of grants and contracts requirements, and prepares reporting for restricted fund grants and contracts. Interacts with internal and external customers. Monitors and manages assigned restricted purpose funds for financial reporting and compliance.

**DIRECT REPORTS:** (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

<b>Direct Report(s):</b>	<i>Click here to enter position numbers. Use comma to separate</i>
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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No.	Essential Duties and Responsibilities
15	1	Monitors restricted fund expenses for allowability in compliance with grant and contract agreements including allowable activities and eligible recipients for assigned grants and contracts.

10	2	Completes all invoicing and billing to and preparing draws from grantors and contractors for restricted funds as assigned. Completes tracking of grant and contract invoices.
10	3	Prepares required monthly, quarterly, yearly and special reports for grants and contracts as assigned.
10	4	Completes necessary journal voucher entries and labor re-distributions as necessary.
2 to 5	5	Back up for Lead Grants Specialist for financial coordination of federal Perkins grant(s) including coordination of budgets and approved projects with Academic Affairs and FPAR; monitoring of Perkins expenses and College cash match requirements and progress of spending; and, all required financial reporting.
2 to 5	6	Account for and allocate indirect costs as allowed by grants and contracts.
2 to 5	7	Responsible for preparing and finalizing grant closeouts as required by grantors and contractors. Also, responsible for all internal and external audits as assigned
2 to 5	8	Assists with completion of Inventory audits as required by grantor or contractor.
2 to 5	9	Coordinate with External Affairs, FPAR, and Principal Investigators for the development, monitoring, and adjustments of new and existing grants. Assist in the submission of request for budget adjustment approval from grantors or contractors as necessary.
2 to 5	10	Analyzes and initiates Grant and General Fund budget transfers including account for required cash match requirements.
2 to 5	11	Monitoring & Coordinating with External Affairs of required program reporting and necessary communication to the principal investigators to help ensure timely reporting for grants and contracts.
2 to 5	12	Corresponds with outside fiscal agents about grant or contract related requirements
2 to 5	13	Prepares internal College reporting as assigned. Prepares LCC invoices for restricted fund grantors and companies for related activities and training programs.
20	14	Responsibility for financial reporting and tracking of the MI New Jobs Training Program
2 to 5	15	Other duties as assigned

**CORE COMPETENCIES.** *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

**KNOWLEDGE:** Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job

- Accurate typing/keyboarding
- Knowledge of or ability to learn State and Federal grant tracking requirements
- Proficiency using Microsoft Excel, Access, and Word
- Advanced knowledge of Ellucian Banner ERP System
- Knowledge of grant budget processes and overall College processes together with processing skills to anticipate projects and accomplish them.
- Expertise with spreadsheets and financial reporting – ability to gather and analyze data to produce required reports from data.

**COMMUNICATION/INFLUENCE:** Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.

- Excellent customer relations skills, especially with internal customers
- Effective verbal, electronic, and written communication skills
- Professional telephone communication skills
- Demonstrated ability to work effectively in a team environment
- Excellent customer relations management skills as measured by consistently positive internal and external customer feedback

**PROBLEM SOLVING:** Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.

- Strong critical thinking and problem solving skills (especially pertaining to grant related issues).
- Effectively and efficiently resolve issues that arise with internal and external clients.

**LEADERSHIP:** Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.

- Ability to work independently on deadline-critical projects and balance multiple priorities.
- Ensure faculty, staff and administrators understand and adhere to grant requirements and college processes.

**OTHER:** Other applicable skills and abilities not mentioned above.

- Detail Oriented and exceptionally organized
- Ability to learn tasks performed by other positions within the Grants Office to ensure team function coverage
- Ability to work across divisional team lines with other senior support personnel to assist in division-wide support efforts
- Ability to utilize college and department policies and procedures to complete complex tasks

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- Bachelor’s degree preferred; preferable in Accounting, Resource Development or related field; Associate’s degree in accounting along with related work experience or equivalent combination of education and work experience required
- Knowledge of or experience working with the grant process
- Previous accounting related work experience
- Ability to work in a team environment
- Prior experience working with grants preferred
- Prior experience managing databases preferred

**PHYSICAL AND MENTAL REQUIREMENTS:** *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

**WORK ENVIRONMENT:** *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

<b>Incumbent’s Name (if any).</b>	<b><u>Barbara Farr</u></b>	<b>Incumbent’s Signature*</b>	<b>Date</b>
<b>Supervisor’s Name</b>	<b><u>Lisa Mazure</u></b>	<b>Supervisor’s Signature*</b>	<b>Date</b>
<b>Dean/ELT’s Name</b>	<b><u>Don Wilske</u></b>	<b>Dean/ELT’s Signature</b>	<b>Date</b>

*Note: Signature means approval, otherwise return for signatures.*

Human Resources Rep.

HR Rep  
Signature

Date

Note: Position description to be reviewed annually, upon posting or transfer of person or position.

## Lansing Community College

## ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: Enter Position #.

Date: Click to enter a date.

Supervisor's Position #: Enter position #.

### Materials Used:

#### Standard Office Equipment:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop)            | <input checked="" type="checkbox"/> Paper and Pencil/pen           |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen           |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax   | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

#### Standard Trades Equipment:

- |                                    |                                     |                                   |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

#### Mental Functions:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things)                   | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data)              |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations)              | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations)    |   |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) |   |

#### Auditory Functions:

- |  |
|--|
| <input checked="" type="checkbox"/> Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)   |
| <input checked="" type="checkbox"/> Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people) |

#### Visionary Functions:

- |  |
|--|
| <input checked="" type="checkbox"/> Near acuity (at 20 inches or less when minute accuracy is essential)   |
| <input type="checkbox"/> Far acuity (more than 20 inches when day and night/dark conditions are essential) |
| <input type="checkbox"/> Depth perception (3 dimensional vision, judge distances, space)                   |
| <input type="checkbox"/> Color vision (distinguish colors)   |
| <input type="checkbox"/> Field of vision (up-down and right-left)  |

#### Smell and Tasting Functions:

- |  |
|--|
| <input type="checkbox"/> Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose) |
|--|

#### Movement, Strength, Repetition Functions:

- |  |  |  |  |                                    |
|--|--|--|--|------------------------------------|
| <input type="checkbox"/> Climbing  | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing                  | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Grasping  | <input checked="" type="checkbox"/> Stooping | <input type="checkbox"/> Crawling            | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding |                                    |
| <input checked="" type="checkbox"/> Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time) |  |  |  |                                    |
| <input type="checkbox"/> Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)              |  |  |  |                                    |

- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

**Environmental Conditions:**

- |   |  |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind)     | <input type="checkbox"/> Vibrations  |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens,                          |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises  |
| <input type="checkbox"/> Confined/restricted spaces     | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |

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*Based upon [www.job-analysis.net](http://www.job-analysis.net)*