

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Grants Administrative Specialist

BASIC FUNCTIONS: Under the supervision of the area Director/Dean, the Grants Administrative Specialist provides administrative support, performs accounting tasks, makes purchases, processes payments, reconciles grant budgets, and maintains office grant records as required by federal and/or state regulations.

PROVIDES WORK OR LEAD DIRECTION: Student and short-term workers.

REPRESENTATIVE DUTIES:

1. Prepares and reviews, budget transfers, budget expenditure transfers, requisitions, purchase orders, and direct pay transmittals.
2. Prepares and processes printing requests, room requests, facilities and information services work orders.
3. Processes contracts and agreements, contract transmittal forms, secures required administrative approvals for contracts, and prepares board reports.
4. Issues, collects and processes vendor forms for businesses, consultants, and grant facilitators.
5. Makes travel arrangements for area Director/Dean, prepares travel requests, secures required approvals, and submits out of state travel requests for board approval.
6. Prepares itemized expense reports, other expense claims, and mileage reimbursements reports.
7. Collects reviews and processes timesheets, special project reports, and consultant invoices to and determines proper budget codes and accurate billing of expenditures.
8. Creates and maintains complete, accurate, and organized office records, financial reports and personnel files required for site visits/audits per applicable grant regulations.
9. Monitors budget versus actual revenue and expenditures, reconciles and maintains accurate and detailed records for all state/federal grant funds.
10. Reviews, analyzes and reconciles monthly drawdown statements and prepares summary reports for area Director/Dean.
11. Collects, reviews, and files monthly time and effort reports for all grant funded personnel, collects and processes absence affidavits for vacation, personal necessity and sick leave.
12. Provides assistance to area Director/Dean in preparation of annual new budgets, transfers of budget expenditures, and resolutions to amend budget.
13. Responsible for completing year-end closing tasks, creating accrual documents for district fiscal year and grant fiscal cycles.
14. Responsible for the preparation of fiscal and personnel documents as needed for internal audits and external grant evaluations.
15. Maintains knowledge of grant contractual provisions, requirements, and all aspects of policy and procedures of the District's accounting office, including but not limited to, conformity with generally accepted accounting principles and compliance with the Budget and Accounting Manual, state/federal regulations, and OMB Circulars.
16. Schedules, arranges and confirms appointments, meetings, trainings and conferences for management personnel.
17. Assists with event planning and logistics.
18. Prepares and confirms travel arrangements for group travel and off-campus staff trainings.

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19. Provides project staff general training in the areas of purchasing, travel requests, itemized reports, contract preparation, and procurement of goods and services.
20. Monitors and maintains office equipment, supplies, and maintains office equipment inventory list.
21. Participates in District-provided in-service training programs.
22. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
23. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution is preferred.

EXPERIENCE: A minimum of three years of closely related work experience in accounting, or administrative experience in the capacity of grants.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: State and Federal Grants, Microsoft Office software package, accounting principles, purchasing methods, payroll methods, practices, and terminology, district financial application software.

ABILITY TO: Communicate clearly with others; engage in creative problem solving; complete complex oral and written instructions, exercise judgment and initiative, prioritizing; work under pressure of recurrent deadlines with frequent interruptions, work independently and effectively with diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a); establish and maintain effective customer services; have organizational skills and initiative.

CONTACTS: Co-workers, staff, faculty, students, and administrators.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.