



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Grants Manager
Payroll/Personnel Type:	12 Month
Job #:	8991
Reports to:	Director of Finance
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$100,000

Position Summary:

This position will assist with the direction, coordination, and supervision of the business and financial activities of the Grants Management Office. This position will also support audit preparation and compliance with grant regulations, analyze budget vs. expenditures, and ensure all proper internal controls are being satisfied to support grant-funded programs.

Essential Functions:

- Review grant budgets monthly to analyze trends and assess any budgetary issues
- Be accountable to financial staff for revenue and expenditure activity for each program
- Gather data and other information for preparation of comparability report
- Hires, supervises, and trains department personnel
- Serves as secondary contact for the audit process and procedures and prepares audit work papers as needed
- Partners with the Grants Development Office to monitor all district grant activity.
- Communicates within the district to inform and assist with programs and services administered by that office
- Collects, analyzes, and interprets financial and student information data. Work with the Information Technology Office on core data reporting
- Collaborate with program directors and finance personnel to ensure the successful application of all financial rules and regulations about each program
- Advises administrators/staff on cost analysis and fiscal allocations
- Serves as HR liaison for the department and works to ensure all staff are appropriately coded and assigned to SAP and Core Data
- Prepares monthly detailed budget and financial reports to disseminate to various administrative staff or for presentation at various administrative meetings
- Maintains data for review and auditing purposes as required by monitoring entities
- Serve as liaison to the Treasurer's office for booking invoices and other cash management responsibilities
- Prepares detailed reports and maintains master grant files on grants
- Monitors/facilitates all paperwork connected with grant programs and ensures timely and accurate reporting to all monitoring agencies
- Performs related work as assigned

Knowledge, Skills, and Abilities:

- Advanced skills in Microsoft Office software, particularly Excel and Access.
- Apply principles of logical thinking to define the problem, collect data establish facts, and draw valid conclusions



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- Ability to interpret legislative compliance documents for respective grants
- Ability to perform complex and involved research assignments
- Ability to interpret instruction furnished in written or oral form
- Ability to efficiently use various software packages
- Work cooperatively and respectfully with agencies, groups, and individuals to establish effective working relationships

Experience:

- Three years of successful relevant work experience in the administration and implementation of one or more grant programs
- Technical aptitude to troubleshoot problems and issues as it relates to any ERP system
- Three years of experience in finance, budgeting, or related field
- Supervisory experience a plus

Education:

- Master's Degree with an emphasis in business, finance, education, or a related field

Physical Requirements:

- Must be physically able to operate a motor vehicle.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.
- Light work usually requires walking or standing to a significant degree.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.