



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

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<b><i>Position Title:</i></b>	Grant Analyst
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Director of Federal Grants Management

**Position Summary:**

The Grant Analyst is responsible for developing and managing centralized filing and tracking systems for grants; ensuring that pertinent time frames for grant deliverables are identified and monitor for compliance; providing weekly updates and reminders to the responsible manager. Applying professional level skills and has specific program knowledge as it relates to the area of assignment. The position will implement the business activities of assigned federal grant programs within the district. These programs include, but are not limited to, Career/Vocational, Community Education, Early Childhood, Special Education, Title programs and MO Health Net.

**Essential Functions:**

- Monitor grant projects for compliance with state and/or federal regulations.
- Ensure timely reporting to all monitoring agencies. (ex. Final Expenditure Reports (FER), Payment Requests, EPEGS, etc.)
- Responds to all requests for financial reports, audit reports, requests for budget revisions, etc. Seek guidance from Director and Program Administrator where appropriate.
- Prepares detailed reports of actions taken in grant programs to provide information to funding sources and external requestors. Develops, analyzes and reviews grant reports. Analyzes data.
- Maintains master files on grants and monitors all paperwork connected with grant-funded programs. Ensure completeness of files.
- Reconciles monthly grant activities to budgets and works proactively with the budget office and accountants to correctly capture grant activity for timely reporting.
- Disseminates grant related information to management; manages funding allocations for assigned grant programs.
- Works with and monitors the activities of consultants and contractors retained by the agency to ensure compliance with funding terms and ensure projects are completed within funding limits.
- Assists with the preparation and coordination of any audits, including developing and generating reports requested by the auditors.
- Assist Director with budget preparation analysis and revisions; ensuring compliance requirements/regulations for grants and contracts (i.e. federal & state).
- Assist Director with technical assistance for the financial components of the grants/contracts and assist on the preparation of required external reports.
- Establish report and maintain effective working relationships with constituencies at all levels; work collaboratively with other district staff; communicate and express ideas effectively, both orally and in writing.



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**Experience:**

- 2-3years active experience in grant administration/management or finance with federal, state and local funding or other comparable work

**Education:**

- Bachelor's degree in Accounting/Finance or 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
- Light Work usually requires walking or standing to a signification 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
_____ 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.***