



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

Position Title:	Lead Grant Analyst
Payroll/Personnel Type:	12 Month
Reports to:	Director of Federal Grants Management

Position Summary:

The Grant Analyst is responsible for developing and managing grant deliverables and identifying and monitoring for compliance. Preparing, reviewing and submitting the monthly grant and contract invoices to appropriate manager for action; ensuring maximum reimbursement; ensuring that all required documentation in support of expenditures is collected and filed appropriately. 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; and ensure compliance
- 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
- Performs other duties as assigned



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

Knowledge, Skills, and Abilities:

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to respond to all levels of management within district
- Proven ability to write reports, business correspondence and procedure manuals
- Proven ability to effectively present information and responds to questions from groups of principals/administrators/managers/supervisors, clients, customers and the general public
- Advance skills in Microsoft Word, Excel and outlook
- Excellent organizational skills and proven ability to meet deadlines

Experience:

- Minimum of five years' experience in pre and post-award grants administration with federal, state and local funding or other comparable work
- Experience in developing, directing and managing multiple projects
- Experience in accounting and financial reporting systems

Education:

- Bachelor's Degree (required)

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 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



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

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.