



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

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| Position Title: | Grants Manager |
| Payroll/Personnel Type: | 12 Month |
| Job #: | 8991 |
| Reports to: | Finance Director |
| Shift Length: | 8 Hour Day |
| Union Eligibility: | Not Eligible |

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 the compliance of grant regulations, analyze budget vs. expenditures, and ensure all proper internal controls are being satisfied to support grant funded programs.

Essential Functions:

- Reviews 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 prepare 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 program 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
- Collaborates with program directors and finance personnel to ensure successful application of all financial rules and regulations with regard to each program
- Advises administrators/staff on cost analysis and fiscal allocations
- Serves as HR liaison for the department and work 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 of 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.



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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.