

# GRANTS COORDINATOR

**Division:** Administration

**Immediate Supervisor:** Director of Finance and Facilities Management

**Bloodborne Pathogen Risk Classification:** 3

**Fair Labor Standards Act (Exempt Status):** Exempt

**Salary Schedule Pay Grade:** 9

**Created: March 2021**

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## **Summary of Duties:**

1. Collaborates with appropriate Division Directors during the grant application process and assists with fiscal narrative grant writing as needed.
  2. Prepares proposed budget for each grant application, consulting with Director of Finance and Facilities Management to ensure alignment with overall Health Department budget.
  3. Responsible for tracking grant-related costs as detailed in monthly financial reporting, preparing reimbursement billing forms for submission to funding source as is required by the grant, preparing required fiscal reports for Health Department grants, and initiating budget changes when necessary.
  4. Responsible for working with Director of Finance and Facilities Management to enter applicable grant spending and reporting into Health Department and County accounting software.
  5. Monitors ongoing fiscal status of all individual grant budgets on a monthly basis.
  6. Works with Division Directors to coordinate purchasing process to ensure compliance with approved Health Department Financial Policies.
  7. Communicates and notifies status of all grants to Division Directors; including monies expended and reimbursed, personnel time sheets, and Health Department inventory.
  8. Maintains current inventory of Health Department equipment and conducts physical inventory annually in coordination with Division Directors.
  9. Works with Director of Finance and Facilities Management to review and update Health Department Finance Policies to ensure compliance with all State and Federal statutes.
  10. Works with Director of Finance and Facilities Management to ensure maximum utilization of grant funding and ensures compliance with grant requirements.
  8. Performs all other duties as assigned.
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## **Minimum Qualifications:**

Bachelor's Degree in Accounting, Finance, Business Administration; or in a related field from an accredited college or university, and a minimum of two (2) year full-time fiscal management experience, preferably related to grants management and funding, or

Associates Degree from an accredited college or university in Accounting, Finance, Business Administration, and a minimum of four (4) year full-time experience.

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**Essential/Non-Essential Functions:**

Displays an understanding of the field of finance, grant writing, and grant management and compliance, have excellent oral and written communication skills.

Must be able to gather and analyze statistical data effectively, be attentive to detailed information, and prepare and present reporting appropriately.

Displays professional, positive attitude and work ethic; excellent organizational skills and the ability to complete work on time according to grant or Organizational requirements.

Must be able to work with little or no direction, be able to prioritize the workload, and possess good problem-solving skills. Must be able to handle multiple projects at the same time.

Ability to exercise judgment and discretion in developing, implementing, and interpreting Knox County Health Department grants and financial program policies and procedures. Must have the ability to maintain confidentiality of information.

Ability to communicate and express oneself clearly and concisely, verbally and in writing, within the Health Department, as well as strong technical and computer skills; including Microsoft Office software such as Word, Outlook, Excel; as well as other accounting system programs.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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*As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.*

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Administrator Signature

Date

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Employee Signature

Date