

Title: Grant Administrator

FLSA Status: Exempt

Reports to: Mayor/Village Clerk/Finance Director

Education/Experience:

- Bachelor's degree in Public or Business Administration, or related field.
- At least two years of experience in grant administration, research, and financial tracking.

Additional Requirements:

- Responsible for managing multiple grants and ensuring financial compliance and reconciliation with grantor agencies.
- Monitors budget expenditures, and revenues.
- Submits claims for reimbursement on grants, contract, and intergovernmental agreements.
- Prepares and monitors all Requests for Proposal (RFPs) form compliance with the state of New Mexico Procurement code.
- Analyzes monthly reconciliation of financial transaction reports.
- Assists in grant writing activities and manages contracts.
- Follows fiscal policies, procedures, internal accounting controls and guidelines.
- Assists in procurement managements, fund, and cash management.
- Prepares and submits weekly/monthly reports and projections on each grant.
- Disseminates fiscal information and maintains communication with relevant agencies.
- Prepares appropriation and or supplemental requests and operating budgets.
- Works with external auditors to prepare for annual audits.
- Coordinate with appropriate agencies and accounting personnel to ensure that grants are properly closed out at the end of the grant term and in accordance with project close out process.
- Ensure that each grant has been reconciled, all expenditures and revenues recorded are valid, accurate and complete.
- Prepare weekly/monthly grant management, summary and analysis reports that identify the current status of all grants which shall include the date of award, amount, expenditures to date, billing to date, collections to date, and expiration date of grant in order to monitor and evaluate the efficiency/effectiveness of each departments financial grant operations.
- Establish effective grant administrator presence and collaborate with grant principals, respective departments and other grant program personnel in order to support their efforts while simultaneously developing processes and workflows to accurately report on all grants.
- Ensure all grant applications are in accordance with appropriate administrative instructions, are fiscal responsive and are timely and accurately filed through the appropriate internal and external authorities.

- Write grant proposals when necessary. Administer grant writing processes which includes but is not limited to: providing technical assistance to various department personnel on proposals, application workflow and other technical grant process aspects.
- Review and process requests for reimbursements, completing periodic progress reports, conducting compliance progress assessments and ensure all deadlines are met.
- Perform other job-related duties as required or assigned.

NOTE: This position is FLSAA-Exempt and subject to dismissal with or without cause, for any lawful reason, at the discretion of the Mayor and Governing Body.