



Minobinmaadziwin

American Indian Health and Family Services of Southeastern Michigan, Inc.

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Job Description

Job Title: Grants Specialist

Department: Operations

Reports To: Accounting Manager

Employment Category: Part-Time (24 hrs per week)

FLSA Status: Exempt or Non-Exempt

Summary: Reporting to the Accounting Manager, the Grants Specialist will be mainly responsible for coding cost allocation to accounts payable/receivable, and maintaining general ledger accounts and related activities, grant financial reporting, and setting up and maintaining payroll cost allocation distributions. Also, he/she will be required to perform account reconciliation and analyses, set up grant related journal entries and review account classifications in accordance with generally- accepted accounting principles (GAAP) and the directives of granting agencies. Grants Specialist will prepare monthly grant reports for the board of directors and work closely with the Accounting Manager and COO in creating and updating annual budgets for each grant plus a consolidated agency budget. Finally, he/she will assist with the monthly, quarterly, and yearly “close” process and prepare any documentation in support of external and internal audits.

Essential Duties and Responsibilities: include the following:

- Maintains a current working knowledge of all grant provisions and contractual terms and conditions and exercises appropriate leadership in ensuring fiscal compliance with all such contractual terms and conditions.
- Grant allocation coding: Accounts payable tasks such as coding invoices for processing, obtaining approvals, expense report documentation, and billing of expenses to appropriate grant accounts.
- Code payroll cost allocation and maintain cost allocation changes.
- Preparation of grant financial reports in accordance with government and other grantor guidelines, and other reports for special funds or special projects for review by the Accounting Manager.
- Codes cash receipts and disbursements and processes coded documents to Accounting Manager for processing
- Monitor budget to actual expenditures to ensure program compliance and fiscal responsibility
- Assists with maintenance of cash management system
- Assist in budget preparation for all grant funded programs
- Maintains fixed assets accounting records and prepares depreciation schedules
- Prepares all grant related audit reports for annual audit
- Prepares grant modifications for submission to funding entities as needed
- Coordinates grant modification information to Accounting Manager for budget update input
- Monitors deadline for grant reporting deadlines and assure financial reports (SF-425, etc.) are submitted on a timely basis
- Assists in preparing grant applications by preparing grant budget narratives, serving as a storehouse for grant documents and filing the grant budget (SF-424, etc.)
- Meets multiple deadlines
- Performs other duties as required to support the department and its mission

Education/Experience/Certificates/Credentials:

Associates degree in Accounting or Business Administration (Bachelor’s preferred), two years of accounting or grants management experience, or a combination of education and experience.

Other Qualifications:

- Knowledge or preparation of financial statements, budgets, written reports and correspondence.
- Ability to maintain general ledger.
- Skill in the use of personal computer, MS Office applications, and QuickBooks for Nonprofits software
- Ability to make verbal presentations
- Familiarity and experience working with the Native American Community at a local and State level. Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands:

The characteristic demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A moderate to high amount of in-state and out-of-state travel is required; high of volume of meeting and event attendance required. While performing the duties of this job, the employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 & 474.