



Job Title:	Grants Support
Department	Administrative
FLSA Class	Non-Exempt
Reports To:	Associate Director
Hours	M-F 8:30 am -4:30pm
Travel	10%
Physical Demands	This is a professional office environment. This role is largely sedentary with the ability to lift files, bend and open filing cabinets. Ability to lift up to 50 lbs.

Position Summary:

Provides accounting and administrative support for financial activity and reporting of all federal, state and local grant awards as required. Provides accounting support to ensure prompt invoicing of reimbursable expenditures as well as accurate tracking and reporting to ensure fiscal compliance. Work often involves problem solving, research and interaction with internal staff, as well as external contractor staff and grantor staff.

Essential Functions and Responsibilities

Grants Support

1. Researches and recommends planning and procedural changes related to specific grant and or allocation.
2. Maintains constant communication with supervisors, contract agency staff and grant representatives, attends meeting w/agencies and program staff for the purpose of addressing grant and/or contract concerns, problem resolution and education as required.
3. Identifies grant contract provisions; monitors and responds to potential risks that may threaten contract and/or grant stability.
4. Must work congenially and cooperatively with coworkers and the public.
5. Ensure compliance with all regulatory and oversight policies including but not limited to ODMHAS, PVADAMH Board, CARF, and Department of Labor.
6. Perform any and all duties as requested or assigned by the Executive Director.

Financial

1. Responsible for requisition, invoice creation / review and approval for grant funded expenditures in accordance with Board's policies and procedures.
2. Responsible for preparation of invoices / bills to external grant funding agencies to draw down funds in coordination with Director of Finance.
3. Manages and monitors & tracking of expenditures to ensure fiscal compliance with budget and award.



4. Develops budget and financial reporting documents in collaboration with clinical and fiscal staff for the submission of new grants. Assists with facilitation of on-line grant submissions.

Data Collection / Reporting

1. Responsible for the compilation and preparation of required internal and external reports; develops reporting formats and procedures as necessary.
2. Develops and maintains grants calendar to assure compliance with expenditures and reporting of all grants.

Software and Technology

1. OhioMHAS GFMS system
2. Ability to provide data elements in presentation
3. Keeps up to date on information and technology affecting functional areas to increase compliance and effectiveness.

Competencies

- Financial
- Project Management Skills
- Ability to handle many projects at one time.
- Analytical Thinking
- Technical Capacity
- Effective writing skills
- Strong verbal communication skills
- Ability to work within a team environment
- Professional and ethical demeanor

Minimum Requirements

- High School Diploma or GED
- Business Associate Degree or Bachelor's Degree Preferred
- 3 years' experience in an office setting
- Knowledge of or more years managing multiple grants preferred
- Intermediate proficiency in Microsoft Office Suite software, with emphasis on Excel.
- Working knowledge of database and database reporting
- Valid Driver's License and appropriate automobile insurance

Note: At the Executive Director's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the Board, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

Other Duties:



Please note that this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice.

Paint Valley ADAMH Board (PVADAMH) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. PVADAMH prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, ancestry, military status, age, disability, political affiliation, sexual orientation, or genetic information. PVADAMH conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, PVADAMH will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

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