

Financial Coordinator of Grants  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=229536>

Downloaded On: Jul. 17, 2024 5:48pm

Posted Jan. 26, 2024, set to expire Dec. 7, 2024

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Financial Coordinator of Grants   |
| <b>Department</b>           | Central Accounting Office   |
| <b>Institution</b>          | Erie Community College<br>Buffalo, New York   |
| <b>Date Posted</b>          | Jan. 26, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Fiscal Services   |
| <b>Job Website</b>          | <a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Financial-Coordinator-of-Grants_J0001983">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Financial-Coordinator-of-Grants_J0001983</a> |

**Apply By Email**

**Job Description**

**Department:**Central Accounting Office

**Salary/Hourly:**\$48,874.20 Annual

**Union/Position Status:**AAECC FT

**Posting Closing Date:**February 25, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF CLASS:**

The work involves the post award financial monitoring and support for grants and contracts received by the college from private and public funding sources for academic and institutional initiatives. The incumbent is responsible for maintaining grant financial accounts and funds in accordance with the grant sponsor, established accounting procedures of SUNY and the New York State Department of Education and in compliance with local, state and federal laws and regulations. Exercises supervision over certain accounting and clerical personnel; performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Responsible for basic financial grant management support for sponsored grants and contracts
- Advise Project Director and key personnel on financial matters as related to grants
- Serve as a liaison between the Project Director and other college offices handling sponsored grant project documents. College offices include but not limited to Human Resources, Payroll, Purchasing and Legal Affairs.
- Establish new grant accounts; monitor all expenses; verify availability of funds and allowable expenses as dictated by funding agency
- Communicate new regulations and procedures
- Prepare periodic and final expenditure reports
- Invoice all sponsors for payments/reimbursements
- Assist in the development and maintenance of the Grant Project Director Manual
- Develop and maintain all grant project budgets
- Coordinates the external audits of grant projects by grant sponsor and independent auditors
- Assist in the departmental program review self-study process including the preparation of documentation

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**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of theory and practices involving the post-award fiscal monitoring of grants, knowledge of Office of Management and Budget (OMB) policies and procedures related to financial management, recordkeeping, purchasing, and other post-award activities; special emphasis on OMB circulars A-110, A-133, and A-21. Excellent computer skills, including experience and the ability to work with the college's computer operating system (Workday software knowledge preferred) as well as experience with the Microsoft Office Suite applications. Ability to multi-task while serving as the resource person for all grant related contacts and providing a high level of customer service.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited four (4) year college or university with a Bachelor's degree and three (3) years experience in post-award grant coordination, financial account maintenance or management for a governmental agency.

**NOTE:** *Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement.*

**SPECIAL REQUIREMENTS:**

**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.



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***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

### **Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

### **Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844



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*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**