

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

TREASURER'S OFFICE – GRANTS ASSISTANT (TEMPORARY FULL-TIME)

PAY GRADE: 5

Non-exempt 37.5 hours

Recommended Minimum Qualifications:

At least two years' experience in accounting for grants and State and/or Federal contracts.

Education, Training and Experience:

Two year college degree in accounting is preferred. May be substituted with at least two years' experience in Federal and State contracts or grants.

Knowledge, Ability and Skill:

- Excellent organizational and time management skills;
- Proven attention to detail;
- Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, team environment;
- Excellent customer service skills with emphasis on respectful and tactful communications;
- Strong interpersonal skills, tolerance, flexibility, and humor;
- Excellent oral and written communication skills;
- Strong information technology skills, including proven advanced experience with Microsoft Office and Excel programs;

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and 10-key calculator at efficient speed and to sit and view computer screens for extended periods of time.

Position Purpose:

The Grants Assistant will be responsible for the completion of grants management tasks, including tracking, reconciling and reporting the County's State and Federal grants.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with employees, and in performing the functions of the office in accordance with established departmental policies and standards.

Supervision Received: Works under the supervision of the Finance Director/Treasurer.

Supervision Given: N/A

Job Environment:

Work is performed under typical county office conditions.

Operates computer, telephone and other standard office equipment.

Makes frequent contacts with county officials. Has access to a wide variety of department-level and/or county-wide confidential information requiring the application of appropriate judgment, discretion and professional office protocols.

Errors could result in delay, confusion and cause adverse public relations for the county, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Support the Finance Director/Treasurer with administrative tasks related to compliance, generating grant documents, and mailing agreements and payments;
- Maintain grant-making information in Excel and other systems as directed by Finance Director/Treasurer.
- Accurately input and process grant information;
- Provide technical support to applicants;
- Maintain files;
- Respond to mail, email, and telephone inquiries;
- Provide assistance to staff as needed
- Special projects as assigned.

NORMAL WORK WEEK: 37.5 Hours

Approved By: _____ Dated: _____

