Grant Management Specialist Essential Duties & Qualifications

The primary responsibilities of this position will be managing state and federal grants programs, assisting the financial officer with a variety of finance duties and assisting in the management of a business lending portfolio and will include working in the following areas.

Examples of work responsibilities

Grant Management Responsibilities 50%FTE
Developing and maintaining positive relationships with collaborating agencies
Grant writing
Establishing new local leads for grant writing projects
Coordinate with other employees around the development and management of grants
Review and manage compliance with grant awards
Establish and utilize systems for project management
Manage detailed file system
Complete environmental review
Work with grant sub-recipients to make sure all grant conditions are met; (implement state and federal regulations required by the grant i.e. Davis Bacon)
Work with finance director to manage AC/AR related to grants
Prepare for project audit
Prepare and submit required reports

Loan Management Responsibilities 25%FTE
Set up loan files with complete set of information and enter the loan in the software to track all loan activity;
Renew UCC filings
Keep an updated list of balloon payments and loan maturity
Enter loan payments each month and provide the board with a report on repayments and bank balances
Assist with gathering loan closing documents
Prepare annual borrower activity reports
Assist with preparing annual report
Calculate and record RLF administration costs and prepare related bank account transfers
Manage and maintain loan files

Financial Responsibilities 25 %FTE
Creating and managing invoices
Accounts Receivable – code and enter receipts into accounting software
Accounts Payable – code bills, enter invoice information into software program to generate checks for payment
Payroll – semi-monthly with quarterly and annual tax reporting – including W2 and 1099 preparation
Assist with Audit preparation

Minimum Qualifications

- Degree in business administration, public administration, finance, or a related field AND 2 years of relevant work experience in finance or grants management or project administration required; OR
unrelated degree and 5 years minimum related experience in finance, grants administration, project administration required.

- Must be able to travel regularly and work within the UMVRDC region
- Experience utilizing accounting principles and procedures
- Experience providing customer service
- Must have the ability to operate a motor vehicle and possess and maintain a Minnesota driver’s license.
- Must be able to read, write, and speak English fluently.
- Experience managing confidential information.
- Competency with technology and web based software

**Desired Qualifications**

Experience in payroll procedures and related tax filings and reporting requirements
Experience with loan processing or loan servicing
Working with HUD CDBG funds or MN Small Cities Development Program
Grant writing experience