

**ILISAGVIK COLLEGE  
- EXTERNAL JOB ANNOUNCEMENT -**

**Posting Date: February 13, 2015**

**Closing Date: February 20, 2015**

**POSITION:** Grants Administrator  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Director of Finance  
**WORK SCHEDULE:** Monday through Friday, 8:30 a.m. to 5:00 p.m.  
**COMPENSATION:** \$77,609/DOE + Benefits [Exempt Position]

**JOB DESCRIPTION:** The Grants Administrator is responsible for the daily management of the Ilisagvik College grant reporting and administrative functions and reports directly to the Director of Finance. The Grants Administrator is the primary liaison between program managers, grantors, departments and the College administration, ensuring that grant activities are consistent with program goals and objectives, the College Strategic Plan and Mission. The Grants Administrator is responsible for reporting regulatory agencies, funding organizations and auditors, to ensure accurate and timely reporting and consistent monitoring for compliance with all laws, regulations and grant conditions. Working with the project managers, the Grants Administrator is responsible for developing and monitoring grant budgets, establishing guidelines and enforcing policies regarding grant funded expenditures, reviewing reports, and providing guidance on compliance requirements. The Grants Administrator will maintain open communication with project managers and departments to inform them in advance of pending reports and due dates. The Grants Administrator will perform timely drawdowns and reimbursement requests, submit reports, amendments, and encumbrances to funding agencies and complete other administrative responsibilities as required.

**REQUIREMENTS:** Bachelor's degree and a minimum of three years demonstrated grants management or supervisory-level accounting experience, including working with contractors, the private sector, and the public; Demonstrated experience administering and overseeing grants may substitute for the Bachelor's Degree requirement on a year for year basis, subject to approval; and Demonstrated experience interpreting federal, state, and local government laws and regulations as they relate to grant agreements, contracts, and other documents; Demonstrated familiarity with Generally Accepted Accounting Principles (GAAP) and fund accounting; Demonstrated understanding and experience of allowable and disallowable costs, procurement procedures, and sound internal controls; Demonstrated experience with grants reconciliation as required under (OMB) Circular A-133; Demonstrated strong organizational, personal computer and written communication skills. A valid Driver's License and ability to pass a pre-employment background check.

**PREFERRED:** Five years demonstrated experience with, and knowledge of, Federal and State Single Audit requirements; Five years demonstrated experience working in a non-profit, governmental, or educational institution; Experience preparing and negotiating indirect cost rate agreements; Professional Certification in Grants Management by an accredited institution. Demonstrated knowledge or experience in one or more of the following areas: post-secondary educational work environment; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; the ability to interpret and represent College actions and Western institutions to the NSB community.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, RESUME AND  
TRANSCRIPTS TO:**

**ILISAGVIK COLLEGE      P.O. BOX 749      Barrow, Alaska 99723  
ATTN: Human Resources Fax: [907] 852-3936**

Application may be downloaded via <http://www.ilisagvik.edu> or contact  
[jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)

**-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-**