

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: November 20, 2017
Closing Date: Until Filled

POSITION: Grants Administrator III
LOCATION: Barrow, Alaska
REPORTS TO: Director of Finance/Controller
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$85,563.88 DOE + Benefits, Exempt Position

JOB DESCRIPTION: Provides general Grants assistance to program managers, grantors, departments and the College administration, ensuring that grant activities are consistent with the College Strategic Plan and Mission; Monitors grant document preparation for accuracy and completeness; Establishes and maintains grant accounting and financial control records and procedures; Develops, prepares and maintains grants reporting documents with regulatory agencies, funding organizations to ensure accurate and timely reporting and consistent monitoring for compliance with all laws, regulations and grant conditions; Develops, prepares and monitors grant budgets, establishing guidelines and enforcing policies regarding grant funded expenditures, reviewing reports, and providing guidance on compliance requirements; Provides general open communication with project managers and departments to inform them in advance of pending reports and due dates; Oversees, analyzes and monitors timely drawdowns and reimbursement requests, submit reports, amendments, and encumbrances to funding agencies and complete other administrative responsibilities as required; Supervise, train, and evaluates staff, monitors operation to identify and resolve issues and for managing grants administrative functions at Ilisagvik College; Interacts effectively in a multicultural environment and engages in Iñupiat cultural activities in the workplace; and perform other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree and a minimum of five 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; 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; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; and demonstrated ability to maintain confidentiality.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Master's Degree 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; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; 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; and ability to interpret and represent College actions and Western institutions to the NSB community.

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 required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME 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]

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