



JOB DESCRIPTION

Grant Compliance Technician

Reporting To: Director, Strategic Initiatives
EEO Category: Administrative Support Workers
Created: 5/21/2018

FLSA Job Classification: Non-Exempt
PRO: Support
Modified: 6/20/2018

POSITION SUMMARY

The Grant Compliance Technician is responsible for completing assigned Grant related tasks and other duties as assigned.

ESSENTIAL RESPONSIBILITIES

Grant Compliance (85%)

- Assist in gathering documentation to complete the grant billing process (timesheets, receipts, invoices, etc.)
- Complete calculations, data entry, scanning, and submitting for grant billing
- Utilize software such as AmpliFund grant software, Papersave, and Financial Edge
- Timely complete all required reports and/or documentation necessary to grant billing
- Maintain necessary records and files and any other business documentation according to Aspire standards
- Attend and/or take meeting minutes for assigned meetings concerning grant billing, budgeting, and reporting
- Follow up to ensure Aspire is compliant with grant agreements
- Assist Director, Strategic Initiatives as needed

Customer Service (5%)

- Interact with staff and others in a positive, helpful and professional manner via phone or in person
- Provide support, such as scheduling meetings, correspondence, report creating, and/or taking meeting minutes
- Build and maintain a strong network of external relationships with vendors
- Build and maintain strong working relationships with Aspire staff and supervisors, as well as external contacts
- Respond appropriately to direction and constructive criticism from management
- Respond in a calm and effective manner to a variety of demands, projects and personality types

Reporting & Documentation (5%)

- Timely complete all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g., PTO requests, expense sheets, training requests, TB documentation, etc.)

Professional Development (5%)

- Complete and maintain compliance with required trainings and/or education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field

CORE VALUES

- **People** – Passionately believes in people and embraces diversity

- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibilities; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

POSITION-SPECIFIC COMPETENCIES

- **Detail-oriented** – Ensures accurate record keeping with meticulous attention to information and carefully follows billing and reporting protocols
- **Problem-Solver** – Critical, creative thinker in solving problems and reaching goals
- **Effective communicator** – Uses 2-way communication that demonstrates warmth, clarity, and professional consideration for consumer and staff beliefs, values and judgments
- **Conscientious** – Repeatedly produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards
- **Organized** – Promptly assists staff and consumers in an organized, efficient, and steady manner; takes pride in maintaining accurate systems
- **Time Management** – Able to maneuver between tasks and meet deadlines

CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE

Education

- High School Diploma or Equivalent required
- Bachelor’s Degree from a college/university accredited by the US Department of Education preferred

Experience

- Knowledgeable of Grants and Grant Regulations
- Working with accounting software and familiar with accounting terms
- Exceptional communication, organization, time management and customer service skills required

Other

- Ability to meet or exceed metric standards that have been established for this position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must have strong customer service and interpersonal communication skills and the ability to communicate effectively via phone or in person
- Must have good data entry skills
- Must be detail oriented, have excellent organizational skills and be flexible
- Must be able to exhibit a high level of professionalism when working with colleagues and candidates
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Show appreciation for and ability to respond to cultural differences, and adjusts communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, including Aspire Indiana’s Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents
- Display a positive work ethic

Background Checks

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has no supervisory responsibilities

Work Hazard Category

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

Physical Demands & Working Conditions

The nature of of work may generate considerable physical, mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy exposure to PC and phones
- Ability to work on a computer for extended periods of time
- Weekly, monthly, and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Prolonged sitting, some bending, stooping, stretching, reaching, standing, walking
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs.
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature

Date

Printed Name