

## AGEGUIDE, NORTHEASTERN ILLINOIS AREA AGENCY ON AGING

### POSITION DESCRIPTION

**Position Title:** Grants Data Coordinator

**Reports To:** Manager of Grants Administration

**Supervises:** This position does not supervise anyone

#### Position Summary:

Under the direction of the Manager of Grants Administration, the Accounts Coordinator II serves to support the Grants Team in all grant administration activities from the initial award through closeout. This position is focused on ensuring the accuracy and integrity of grants and program data. Specifically, this position is responsible for a variety of functions including: coordinating the release and review of applications for funding; managing and tracking grant recipients' program data; preparing information used for grants administration and fiscal analysis; and reviewing data across various platforms, spreadsheets, and documents for consistency and accuracy.

Major duties and responsibilities include:

#### Grants Administration

- Maintain knowledge of Federal and State grants administration requirements, policies and procedures.
- Assist in the development of Request for Proposal (RFP) and grants renewal documents; coordinate RFP release; maintain records of return applications; and complete technical reviews of RFP contents
- Assess submitted grantee budgets for compliance with grants fiscal requirements
- Coordinate technical, fiscal, and programmatic application reviews with review team
- Prepare award issuance/authorization documents
- Support implementation of cloud-based grants accounting & management system

#### Fiscal Compliance and Management

- Maintain account ledgers and supporting financial records to ensure grants administration compliance
- Collect data for monthly disbursement reports and generate individual grant recipient disbursement breakdowns for the fiscal department.
- Monitor, compare and review grant recipient quarterly financial reports
- Analyze & summarize program data and prepare reports, charts, and comparisons
- Prepare closeout information and generate grant recipient closeout letters
- Review state and grant recipient award documents, disbursement reports, grantee fiscal ledgers, and various reports to ensure consistency of data
- Develop and proofread a variety of materials and template forms, including grant agreements, reports, budgets, statistical charts, agendas, minutes, instructions, and general correspondence.

One Agency; Two Locations: 1910 S. Highland Ave, Suite 100, Lombard, IL 60148 630/293-5990 FAX: 630/293-7488

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Counties Served: DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will

## **Performance Monitoring and Data Management**

- Participate in grantee monitoring (program and fiscal) to ensure awarded funds are used for authorized purposes in compliance with laws, regulations, and funding agreement provisions to ensure performance goals are achieved.
- Coordinate desk reviews and attend fiscal monitoring site visits
- Assist in the development and maintenance of written monitoring policies and procedures and review and update monitoring forms as needed
- Process grantee audits and document findings
- Receive and compile quarterly grants reports; update grants performance reports as needed
- Implement and maintain system to consolidate and analyze grantee performance data

## **Required Competencies**

- Intermediate to advanced knowledge of Excel
- Familiarity with Word and PowerPoint
- Familiarity with cloud-based, especially various accounting systems is helpful
- Ability to organize data in an easy-to-understand format
- Ability to communicate clearly and concisely (oral and written).
- The Account Coordinator should have a minimum of a Bachelor's degree or its equivalent experience in a social science or business or accounting related field.

This is a full-time position with excellent benefits. Starting salary is \$42,000. A start date is targeted for October 1, 2020 for this position. AgeGuide is an equal opportunity employer. Older persons and minorities are encouraged to apply.

To apply, applicants must submit a cover letter, complete the online skill requirements, and a professional resume along with three (3) references to [jcolucy@ageguide.org](mailto:jcolucy@ageguide.org). Requested information must be submitted electronically by Friday, September 18th.

Job Type: Full-time

Pay: \$42,000.00 per year

### **COVID-19 considerations:**

We are an essential workplace. We are maintaining a 50% workforce in the office. This position is required to work 3 days in the office, 2 at home. All employees are expected to practice the 3 W's in the office and at home.