

## **TBI Airport Management Job Description**

**Job Title:** Grants Coordinator

**Department:** Aviation

**Reports To:** Airport Manager

**Job Type:** Full Time

**Salary:** \$45,000 - \$65,000

### **SUMMARY:**

Responsible for monitoring airport grants. This position will be primarily responsible for reviewing grant applications and perform regular financial and compliance monitoring, submit grant reports, and perform close-out process of awarded grants. Pay grant invoices.

Work is performed independently under general supervision of the airport manager and in coordination with the Budget Planning Officer and Budget/Grants Manager of Macon-Bibb County.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Works with Airport & Finance Manager and Budget/Strategic Planning Department (Macon-Bibb County) to establish and maintain budget and financial records on each Macon-Bibb County Airport grant. Performs grant financial administration of all grants received by federal, state, and local awards.

Works with key department staff in providing financial data for grant budgeting and reporting activity. Works with department staff to ensure effective implementation of each grant.

Maintains effective communication with grant program staff (FAA, GDOT, and other entities) to obtain better knowledge of each administered grant.

Serves as a resource with granting agencies and department staff on grant budgeting and accounting activity.

Performs grant-related post-award functions, including reconciliations of budget and expense analysis; coordinates grant closeout functions as required, including compliance monitoring, financial status reports, final reimbursement requests, purchase order liquidations, and final reporting.

Process invoices associated with grants to MBC finance.

Request reimbursements for processed invoices from Delphi (FAA) or GDOT representative, or other grant funding agencies.

Executes an established process for the use of funds awarded to ensure the Airport is in compliance with all funding requirements and guidelines.

Coordinates and monitors the Airport's compliance with requirements applicable to federal, state, and local grant awards. Monitors each grant to ensure expenditure is in accordance with the agreed project with the appropriate budget.

Reviews grant financial activity on a routine basis to determine spending patterns and funding availability.

Maintains a comprehensive knowledge base of applicable laws and regulations pertaining to grant awards. Attends training to gain better understanding of current grant practices.

Assists in providing audit support to the Budget/Grants Manager (MBC) on all internal and external audits.

Maintain a comprehensive tracking spreadsheet in order to keep up with grants, grant numbers, amounts, expenditures, and other essential information.

Additional Functions:

Performs other related duties as required.

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

Bachelor's Degree in Public Administration, Business Administration, Accounting, or a related field required from an accredited college or university; supplemented by three years of experience in performing grant financial accounting and monitoring duties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid Georgia Motor Vehicle Operator's License

**Knowledge, Skills, and Abilities**

- Ability to use computers and other electronic technology to receive, prioritize, organize, and transmit information.
- Ability to learn and proficiently navigate accounting web-based software (Delphi, New World, etc.).
- Capacity to work in both a group setting and on an individual basis
- Must be aware of deadlines and have strong organizational skills
- Proficient in Microsoft Office and Outlook products, especially Excel.
- Proficient in effective oral and written communication.
- Ability to work effectively with members of all levels within the organization.

- Ability to effectively manage multiple tasks and priorities at one time and consistently achieve results on a timely basis.