# Purchasing and Grant Administrator

FLSA Status: Exempt

## General Definition of Work

The purchasing and grant administrator plays a substantive role in promoting a culture of fiscal responsibility, innovative leadership, transparency, accountability, and improved services. The individual strives to establish and maintain strong working relationships with internal and external partners that support two-way communication to ensure that policy positions are well-grounded and informed, and helps communicate leadership priorities and rationale for decisions. Possesses advanced analytical and evaluation skills as seen in the following areas: financial analysis, program evaluation, policy evaluation, financial reporting, grant management; and, a demonstrated ability to work autonomously to define and complete projects. This position reports to the Assistant Director of Finance/Administration.

## Essential Functions

- Prepares and reviews Contracts for Legal and Financial Responsibilities of the Town.
- Advise Town staff on financial, organizational, and policy implications of proposed initiatives, projects, and legislation. Make recommendations and formulate options and processes to implement new policies and programs in a fiscally responsible manner.
- Produce and communicate complex ideas and information to non-financial managers and program stakeholders.
- Develop and maintain positive working relationships with Town departments, community partners, and other stakeholders. Identify intersecting issues, conflicts, and opportunities for collaboration across Town departments and with external partners.
- Manages Grant Contracts and Remittance requests from Application to Final Audit in conjunction with Project Manager.
- Manages Purchasing Cards and related systems.
- Reviews daily requisitions for purchase order conversion for contract and account requirements.
- Manages the Fixed Asset records for the Town within the Munis Financial Software System
- Prepares Intergovernmental Fund Accounting Entries for Bi-weekly capital project accounts payable budget transfers.
- Represents the Finance Office to other branches and jurisdictions.
- Assists with grant research for capital projects.
- Performs other duties as apparent or assigned.

## Knowledge, Skills and Abilities

Experience in the following areas a plus: grant management, performance management, financial analysis, or continuous process improvement. Experience performing research, analyzing data, and providing advice on complex issues, including evaluation of options and recommending changes to policies and procedures to simplify and improve processes. Considerable analytical ability needed to select, evaluate and interpret data from several sources; interpretation of guidelines to include governmental accounting terminology, policies and procedures. Handles difficult materials with complicated information that may contain excerpts from regulatory, grants and/or legal documents. Must have a thorough knowledge of Principals and Practices of Local Government, Federal, State and local laws and regulations as they relate to grants and Generally Accepted Accounting Principles (GAAP). Experience consulting with a diverse set of stakeholder groups, such as government officials, community partners, and organizational leaders. Ability to process and use complicated workplace data and graphics; summarize, compare and identify trends between and among detailed forms, tables, graphs, diagrams, maps, etc. Experience managing and prioritizing a varied and demanding workload. Ability to meet deadlines, to stay on task with interruptions, and to balance multiple changing priorities. Demonstrated ability to effectively present complex information to diverse audiences. Demonstrated excellent problem solving and decision-making skills along the demonstrated ability to identify and take action on core issues. Demonstrated strong people and process management skills including mediating and reconciling competing interests.

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## Education and Experience

Bachelor's Degree is required; Master's Degree preferred. Request 3 – 5 years of experience in public sector organization or more extensive experience in non-public sector organizations. A combination of education and experience that demonstrates ability to perform duties of the position will be considered.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office with copy machines, telephones and/or computer printers, light traffic).

## Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

*Salary to start high $40s depending on experience. EOE. We offer excellent benefits and a great place to work.*