



Position: Grants and Contracts Technician

Department: Finance

Classification: Regular, Full-Time

Reports To: Finance Director

Summary:

This position is responsible for the supervision and maintenance of the daily operations of grants and contracts at the Coral World Ocean and Reef Initiative. This is a grant funded position and is contingent on receipt of grant and contract funding.

Education/Training Requirements:

Bachelor's degree in accounting or related field and five years experience in fiscal administration Experience in non-profit accounting, federal grant, computerized accounting systems, and network computer systems. Quick Books experience or Net Suite accounting a plus.

Essential Duties:

1. Oversight of all CWORI grant administration activities: pre-award, post-award, subcontract administration and close-out phases.
2. Supervision of grant and contracts staff.
3. Consults with CWORI staff on grant compliance topics
4. Assist all grantee entities within the above organizations with grant budget preparation and grant proposal compilation.
5. Maintain all grant reporting deadlines; provide the focal point for all such required reporting.
6. Provide oversight of all aspects of grant compliance.
7. Provide internal control reviews of all proposed grant expenditures to assure compliance with grantor guidelines and internal control policies and procedures.
8. Oversight of all aspects of indirect cost and internal facilities cost administration.
9. Oversight of all aspects of grant specific audits.
10. Manage the end-to-end contract and grant administration process.
11. Administers fiscal reporting of federal, state, or other granting agencies to meet compliance and regulatory requirements.

12. Fosters good relations with visitors, volunteers, community leaders, contractors, and fellow staff members by promoting positive attitudes, good will, cooperation, and providing high standards of service.
13. Complies with all CWORI policies, procedures, and programs.
14. Performs other related duties as assigned.

Other Skills and Abilities:

Skill in communicating with diverse individuals and presenting information to non-financial groups.

Physical Requirements:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to see and hear; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 10 pounds.

Other Duties:

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments).

**Please include the job title in the subject line. References required.
Please submit cover letter, resume, and references by email to be considered for the
position.**

Contact Information:

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