

Job Descriptions and Classifications

Grant Support Coordinator

Division: Finance
Reports to: Finance Manager
Supervises: N/A
FLSA Status: Non-Exempt; Hourly



Job Summary

The Grant Support Coordinator handles a wide variety of grant administration duties including budgeting, accounting, auditing, and reporting. The Grant Support Coordinator, in conjunction with other Finance staff, ensures grant funds are appropriately used, processed, and documented. The Grant Support Coordinator also serves as the primary contact for making travel arrangements for ILEAS staff and others as directed, working with various agencies and associations to make the necessary preparations.

Job Duties

- Support programs and projects, as well as coordinate financial work, associated with ILEAS-managed grants, including purchasing equipment or services for emergency management, law enforcement, public works, and other agencies
- Assist Finance staff with payroll to include creating appropriate spreadsheets and creating purchase orders for employee payments
- Produce and maintain financial documentation on ILEAS grant-funded projects, programs, workshops, and other activities as directed
- Document, follow-up, and enter credit card charges into the purchasing system
- Assist Finance staff with development of annual budgets for ILEAS programs
- Attend meetings, workshops, and training as required
- Coordinate and liaison with a wide variety of public safety entities
- Apply the current State of Illinois Central Management Services Travel Guide policies and other grant guidance rules to ILEAS travel events
- Coordinate travel arrangements and hotel reservations for ILEAS staff for meetings, conferences and work-related travel; process resulting travel reimbursements
- Conduct outreach for various ILEAS initiatives
- Assist with planning and administration of the ILEAS Annual Conference
- Perform general office functions
- Complete other duties as assigned

Job Specifications

- Knowledgeable in government purchasing laws and policies, specifically policies and rules published by the State of Illinois Central Management Services, the Illinois

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Homeland Security Advisory Council, ILEAS, and the Department of Homeland Security related to travel and associated costs

- Skillful in coordinating purchases of equipment and services within grant rules and guidelines
- Proficient in the use of a grant tracking system
- Experienced in government budgeting and budget development
- Capable of reviewing, producing and distributing accurate grant-related documents and reports, including recognizing and solving grant financial issues
- Effective participant in meetings and other group settings
- Competent in effectively collaborating with other staff
- Experienced at making entries, corrections, and maintenance of purchase order records
- Proficient in assisting on financial audits
- Capable of coordinating with a wide variety of emergency preparedness agencies and associations
- Knowledgeable of the Department of Homeland Security Authorized Equipment List
- Capable of performing a cost/benefit analysis of travel costs
- Ability to effectively survey or issue Requests for Proposals to/from hotels
- Excellent verbal and written communications skills
- Experienced in planning, scheduling, and leading a variety of activities
- Available to assist with ITC operations and Annual Conference functions
- Five (5) or more years of experience successfully working on grant administration, government budgets, producing reports, accounting responsibilities, or a combination of duties similar to the job position requirements
- Bachelor's degree in public administration, finance or accounting is preferred; however, any combination of knowledge and experience that meets the job position requirements will be considered