

DIRECTOR OF BUDGET AND GRANTS MANAGEMENT (FULL TIME) – GRIFFIN CAMPUS



MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field **and** five years of management experience. At least, two years' experience using PeopleSoft/Teamworks' Commitment Control module. Strong understanding of the correlation between budgets, grants and general accounting principles. Proficiency in spreadsheet and database management, with demonstrated mastery of relevant tools and software. Demonstrated ability to manage multiple projects within specified time frames. Excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS:

Master's Degree in Finance, Business Administration, or a closely related field from an accredited college or university. At least five years' experience in budget management and grants administration, preferably in an educational setting. At least five years' supervisory experience.

JOB DESCRIPTION:

Under minimal supervision of the Vice President of Administrative Services, the Director of Budget and Grants Management will oversee the budgeting, and grant administration processes for the college. This position is responsible for ensuring the effective allocation of resources to support the college's strategic initiatives and compliance with federal, state, and institutional regulations.

JOB RESPONSIBILITIES:

Budget Management: Ensures alignment with the college's strategic objectives, prepares annual operating budgets and supporting schedules for assigned program areas in accordance with appropriations and departmental instructions. Performs expenditure analysis and personnel service analysis. Analyzes statistics and other budget-related data to identify trends impacting the fiscal position of the college. Prepares budget-related financial summaries and recommendations for management review. Develops budget revisions and supporting schedules and documents to the annual operating budget. Assists program managers with completion of budget requests, provides technical assistance on financial matters. Provides monthly budget reports to faculty and staff. Works closely with TCSG on original budget allocations, amendments and new programs. Requests organizational codes, fund source codes and project codes for additional or new programs. Supervises assigned personnel. Cross-trains to learn other job duties and responsibilities; and other duties as assigned.

Grants Management: Ensures adherence to all regulatory (federal, state and institutional) requirements as it relates to all grants and sponsored program activities. Administers and monitors all grant projects/contracts. Works closely with TCSG on original grant allocations, amendments and new grant programs. Monitor and report on the financial status of grants and sponsored programs, ensuring accurate accounting and reporting. Ensure corrections are made as necessary to meet federal grant tracking standards and to comply with federal distribution and accounting requirements. Prepares grant-related financial summaries and recommendations for management review. Maintain grant-related files such as grant application, budget amendments, financial reports and audit reports. Provide documentation and amounts to appropriate staff for drawdowns and expense reimbursement requests. Completes monthly balancing and reconciliations of grant funding sources. Works in close collaboration across departments to ensure accuracy of grant financials and compliance with regulatory requirements. Complete Schedule of Expenditures of Federal Awards (SEFA) annual reporting; and other duties as assigned.

SALARY:

Salary commensurate with education and work experience. Benefits include; health and wellness, paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

SPECIAL NOTES:

Only those who are scheduled for an interview will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Special Services Coordinator, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. (Employee complaints), Director of Human Resources, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.