



Accounts & Grants Management Coordinator

Location: Greater Memphis Workforce Development Board

Reports To: Director, Economic Insights & Risk Management

Position Summary: The Accounts & Grants Management Coordinator will work closely with the Director, Economic Insights & Risk Management to ensure the integrity of the grant(s) and related tasks. The Accounts & Grants Management Coordinator will be responsible for researching future grants and coordinating the grant application process. The Accounts & Grants Coordinator will be responsible for the completion of grants management tasks as well as ensuring the smooth functioning of the administrative and office systems. Some responsibilities include purchase orders, contract management in collaboration with Manager, Contracts, Procurement + Policy, and resolving any discrepancies.

Key Responsibilities:

The Accounts & Grants Management Coordinator duties will include, but are not limited to:

- Collaborates with Executive Director and Director, Economic Insights & Risk Management to prepare and submit grant and contract applications ensuring all forms are completed correctly, all content is included, and the application receipt deadline is met.
- Plans and prepares the budget and related financial portions of the grant/contract submission.
- Provides administrative support as needed to implement grants and/or contracts. Reviews Notice of Award and coordinates with team for needed adjustments to budget.
- Processes budget revisions if needed; monitors the funds for state, federal, and private sponsored grants, contracts, and sub-awards.
- Maintain accurate records of grants and ensure compliance with grant requirements.
- Complete purchase orders.
- Assist with In-Kind tracking.
- Assists with special projects as assigned by the Director and/or members of leadership.
- Support fiscal monitoring of grantees through the review of budgets and invoices, monitoring and tracking of invoices and expenses to process the reimbursement.
- Conduct training and provide technical assistance to providers regarding grant guidance, data, quality improvement, or other identified areas of need.
- Conduct regular audits and reconciliations of grant accounts.
- Ensure compliance with all relevant regulations and guidelines related to grant management.
- Identify and mitigate risks associated with grant-funded projects.
- Develop and implement policies and procedures to improve grant management practices.

Qualifications:



- Bachelor's degree in finance, Business Administration, or a related field preferred; relevant experience may be considered in lieu of a degree.
- Minimum of 2 years of experience in accounting or finance, preferably in a non-profit or public sector environment.
- Proficient in software and Microsoft Office Suite, particularly Excel.
- Strong attention to detail and accuracy in entry and reporting.
- Excellent organizational skills and the ability to manage multiple tasks and deadlines.
- Effective communication and interpersonal skills, with a commitment to teamwork.

Work Environment: The Accounts & Grants Management Coordinator will work in a collaborative office environment, with opportunities for professional development. Adaptability and a proactive approach are essential in supporting the organization's mission.

Application Process:

Interested candidates should submit a resume, cover letter detailing their qualifications and experience and 3 professional references to acovington@greatermemworkforce.com by October 11th. Please include "Accounts & Grants Management Coordinator" in the subject line.