



CONNECTICUT COMMUNITY COLLEGES

Job Description
Grant Compliance Assistant

Salary Level:
CCP 13 (Subject to Willis)

Date Approved/Revised:
3/2/21

POSITION PURPOSE:

Provides primary fiscal support for community college grants, including financial analysis and assisting with development, implementation, monitoring and reporting functions to assure accurate and consistent recording and reporting of budget and fiscal reports. This position is responsible for assisting with the preparation of budgets and fiscal reports for specific grants, assisting with preparation of financial data and student data, and working with college, university, employer and other grant partner finance personnel to provide technical assistance and resolve issues related to budgets and planning. Assists with data gathering for analysis and reconciliation, as required.

SUPERVISORY AND OTHER RELATIONSHIPS:

None.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Assists with the gathering of data, as required, for the filing of quarterly fiscal and programmatic reports with federal funding agencies (e.g., US Department of Labor, US Department of education);
- Analyzes reports and back-up documentation from grant partners to ensure accuracy and completeness; works with grant partners, as needed, to supplement information collected or resolve any issues; compiles quarterly reports for Project Director;
- Helps prepare internal monthly budget status reports from Banner in excel and pdf format to maintain up-to-date information regarding grant spending by budget line item and individual partner;
- Serves as budget assistant contact for internal and external grant partners;
- Assists with development of other financial reports and summaries of financial data, as required;
- Maintains accurate year-to-date budget information regarding the overall grant; monitors transfer invoices to ensure payment has been made and tracked;
- Works with CSCU community college staff to ensure that drawdowns are completed;
- Monitors individual partner Memoranda of Understanding, Subrecipient Agreements and/or Contracts to ensure spending is consistent with requirements and deliverables;

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS

- Experience in budget management and processes and report preparation are required.
- Knowledge of basic bookkeeping, accounting and financial record-keeping procedures; financial terminology and coding; statements and budget preparation.
- Proficiency in computer and associated software is essential, including Excel.
- Strong oral and written communication skills, as well as good interpersonal skills.
- Demonstrated experience in working with minimal supervision.
- Experience in higher education and/or government budgeting preferred.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in accounting, finance, business administration or related area together with up to three of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.