

Job Title	Grants Specialist
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Grants Specialist, under supervision, provides support for grants and contract accounting, including compliance with State and Federal regulations. Tracks purchasing/billing approvals, reconciliations, new account setups, and closeouts. Provides key support, guidance, and expertise to faculty and staff regarding issues related to administration, research, and sponsored projects.

Essential Duties and Responsibilities

- Coordinates and tracks requests for external funding, maintains data in the Financial Accounting Management Information Service (FAMIS).
- Assists in administration and analysis of project budgets, including budget entries and other related tasks.
- Assists with audits performed by the State and the Texas A&M University System (TAMUS).
- Prepares quarterly and project-end financial reporting on each grant for Chief Financial Officers' certification. Processes State grant applications and monitors/maintains State fund reports for auditors.
- Serves as backup to other staff and assists in records management of sponsored research files, including University retention period regulations.
- Identifies and matches grant opportunities with needs/interests of faculty, staff, and/or administrators.
- Works with local/community-based grant seekers to identify grant opportunities.
- Coordinates training for faculty, staff, and administrators regarding the grant process.
- Reconciles each grant account and provides monthly reports to grant project managers.
- Provides data entry support by preparing data, including identification of salary and benefits information for inclusion in proposals.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education - Bachelor's degree in Accounting or related field, or equivalent combination of education and experience.

Experience – Two years of related experience in accounting and grants.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – May require a valid driver's license.

Physical Requirements – None.

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

Supervision of Others

This position generally does not supervise employees.

Other Requirements

- Travel and/or working extended hours on short notice.

Approved by:	
Date approved:	
Reviewed:	