

### Reclassification

Ministry

Culture

#### Describe: Basic Job Details

##### Position

Position ID

Position Name (30 characters)

Grant Reporting Administrator

Current Class

Administrative Support 4

Requested Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

##### Employee

Employee Name (or Vacant)

##### Organizational Structure

Division, Branch/Unit

SoWCCD/CE/Community Grants Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Financial and Systems Manager

Supervisor's Current Class

Manager (Zone 2)

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Assessment of eligibility of expenditures and grant closeout activities. Position now provides technical and administrative support to the Unit.

Responsibilities Removed:

##### Job Purpose and Organizational Context

Why the job exists:

The Community Grants Unit (the Unit) of Arts, Culture and Status of Women administers funding programs that invest in communities to empower local citizens and community organizations to work together and respond to local needs. The Unit administers more than \$80 million through several major grant programs and receives approximately 2,000 grant applications on an annual basis.

Reporting to the Financial and Systems Manager, the Grant Reporting Administrator is responsible for grant reporting reviews and provides information and consultative services to assist grant recipients meet program reporting requirements for those programs delivered by the Unit. You will liaise with client groups to obtain missing financial information and/or provide information regarding project files if necessary. You will review and key in detailed financial information, to the program databases. You will ensure program guidelines have been met, proper use of grant funds, and document for Program Accounting Coordinator's review. In the cases of straightforward grant files, you will also sign off on the reporting and submit closeout requests to the Financial and Systems Manager for approval.

This position is responsible for the production and coordination of all monthly financial statistics reports, the monthly production of reminder and overdue notification letters, and calls to organizations that are overdue in their Financial Accounting Statement submission. **The Administrator must have a good working knowledge of all grant related computer and database systems and as a member of the Unit, will provide input in the development of program policy, procedures and processes.**

Development of specific program and financial process knowledge, a good understanding of program legislation and all program policies and procedures are required. The ability to work in a politically sensitive environment is an asset.

The Administrator must have the ability to adjust to changing priorities and be able to effectively manage time and resources to complete assigned duties within identified timelines. The position is an integral part of the efficient and effective operation of the Unit.

**The position provides initial consultation to grant recipients regarding grant reporting submissions and will review and accept reporting for straightforward grant files.**

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **1. Provides grant reporting review services and provides information and consultative services to assist grant recipients meet program reporting requirements for those programs delivered by the Community Grants Unit.**

- Ensures incoming grant reporting has been reviewed in a timely manner for eligibility and completeness with respect to program guidelines and the approved project purpose.
- Reviews and addresses concerns related to project reporting, or refers to a Program Accounting Coordinator (PAC) for follow-up, as required.
- Identifies any shortcomings in the grant reporting in relationship to the approved purpose or completeness of reporting; obtain required information directly from the applicant, or refers to a PAC for follow-up, as required.
- Reviews financial reporting and reconciles with the planned expenditure listings.
- Supports the grant process by informing and advising clients regarding program policies and procedures as they relate to grant administration, amendments and/or reporting.
- Maintains a professional manner and confidentiality when dealing with highly sensitive political matters and information relating to grant projects.
- Identifies and ensures that any outstanding accounting issues relating to a grant recipient are up to date, in coordination with PAC.
- Identifies any previous grant funding provided for the grant recipient.
- Assesses supplementary information submitted by grant recipient to address initial review concerns.
- Responsible for the input of necessary data, all relevant comments, findings, and decisions including risk matrix and amendments, for the grant files administered by the CG unit.
- Exercises independent decision making in assessing eligibility of expenditures in project reporting.
- Ability to work on multiple projects simultaneously.
- Performs other duties as required.
- Must have extensive knowledge of program legislation, parameters and guidelines, as well as grant agreements and reporting requirements, in order to prepare accurate responses to stakeholders.
- Responsible for forwarding appropriate related information to the Program Teams.

### **2. Provides initial consultation to grant recipients regarding grant reporting submissions.**

- Discusses reporting with grant recipients and/or other government department and agencies, in order to ensure complete and accurate information is provided, and that any double dipping is avoided.
- Resolves problems with reporting problems and coordinates project-specific interdepartmental funding inquiries.
- May prepare draft reports or briefings to senior management as requested/required.
- May seek additional information on financial reporting submissions to ensure accuracy.
- Follows up with all contacts ensuring the proper documentation is on the grant recipient's file.
- Provides advice to grant recipients about program guidelines and the project's approved purpose and provides guidance with the completion of the grant reporting if necessary.
- Has a thorough knowledge of the GATE system and is able to quickly access information.

**3. Understands and ensures a good working knowledge of all grant related computer and database systems.**

- Develops an excellent working knowledge (processes/procedures) of the GATE, SDrive, CORES, Land Titles, 1GX, etc.
- Provides input to all systems management and feedback for improvements/efficiencies.

**4. As a member of the Unit team, provides input in the development of program policy, procedures and processes.**

- Provides input in the development of program policies, procedures and processes.
- Provides input and develops program guideline interpretations and recommendations to senior management, for decisions regarding application variances, in order to maintain program integrity and consistency.
- As directed, prepares draft reports, briefings and responses to Ministerial correspondence that may be highly politically sensitive.
- Must be familiar and proficient with all of the computer programs and systems that track grants, in addition to other common Ministry information management systems.
- Must have the ability to work on multiple projects at the same time.

**Problem Solving**

Typical problems solved:

Determining eligibility based on approved grant agreements and program guidelines

Types of guidance available for problem solving:

Colleagues, PACs, program guidelines, grant agreement.

Direct or indirect impacts of decisions:

Determining eligibility of expenditures puts organizations in a position to either successfully closeout their grant or refund grant dollars.

**Key Relationships**

Major stakeholders and purpose of interactions:

Grant Recipients - to support recipients through the administration of the grant, amendments required, and problem-solving of issues with grant reporting.  
 Colleagues - working closely with the PACs to review, assess and closeout grant files administered by the Unit.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

4 years related experience

Job-specific experience, technical competencies, certification and/or training:

Accounting, grant program administration, data input.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	<p>Review reporting in a timely manner as steward of public funds.</p> <p>Sending reporting</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Program Administrator - 016AS07  
Contract and Financial Policy Specialist - 016AS09

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Director / Executive Director Signature

\_\_\_\_\_  
ADM Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
ADM Signature

\_\_\_\_\_  
DM Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
DM Signature