



POSITION: GRANTS BUDGET MANAGER

QUALIFICATIONS:

- ◆ Bachelor's degree in accounting, business, or computer science **required**; Master's degree *preferred*.
- ◆ Experience in managing and monitoring budgets for federal, state, and local programs **required**.
- ◆ Experience with policies and procedures of federal, state, and local programs **required**.
- ◆ Excellent oral and written communication skills.
- ◆ Ability to work independently and collaboratively in a group setting.
- ◆ Ability to prioritize multiple projects and meet strict deadlines as part of a fast-paced, problem solving team working with minimum supervision.
- ◆ Ability to establish and maintain effective working relationships with co-workers, faculty, and administrators.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ◆ Assist the Dean of Institutional Effectiveness, Grants, and Special Projects.
- ◆ Assist budget managers in drawing up, administering, and closing out contracts as needed within grant programs.
- ◆ Work with budget managers and the area of financial services in the monitoring of purchase orders, budget revisions, verifying compliance with federal and state guidelines.
- ◆ Monitor all grant accounts to ensure that all funds are properly encumbered and expended in a timely manner.
- ◆ Assist grant managers in setting up initial budgets and with year-end closing procedures.
- ◆ Develop payroll and benefits budgets based on current Board-approved salary schedules and benefits rates to ensure that employees' salaries are properly allocated to budget units.
- ◆ Perform periodic reviews of programmatic compliance on all grant and matching funds and prepare financial and programmatic reports for grant programs.
- ◆ Work with faculty and staff to prepare budgets on grant proposals and complete forms for online grants.
- ◆ Assist the Dean with statistics and reporting.
- ◆ Set up and monitor current projects and year-end closing procedures.
- ◆ Assist budget manager or project director in submitting quarterly progress reports.
- ◆ Serve on College committees and perform other duties as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

January 2022

SALARY:

Salary Schedule C-3 – \$45,000 - \$65,000

APPLICATION DEADLINE:

December 13, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.**

This employer participates in E-Verify.