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# Example of Grant Manager Job Description

Our growing company is looking to fill the role of grant manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for grant manager

* Management of grant accounting team (currently consisting of two members)
* Prepare, manage, and review grant and general ledger (GL) account reconciliation and general ledger entries as required
* Maintain financial reporting schedule and ensure timely reporting in coordination with program managers and sub-grantees
* Oversee sub-grantee monitoring
* Support and provide technical assistance to sub-grantees but enforce compliance
* Provide guidance to other team members in the areas of grant financial responsibilities and sub-grantee financial monitoring
* Build a close working relationship with Accounting staff, GII Program Managers, Mission Advancement, Resource Development teams, and sub-grantees to provide thorough support to the team and mission
* Plan, schedule, coordinate , and conduct on-site and desk top financial monitoring visits
* Work closely with all involved teams (accounting, grants, IT) tasked with the development and implementation of the enterprise management information system
* Prepare and review schedules and work with external auditors during audits (OMB A-133, OIG )

## Qualifications for grant manager

* Minimum 8 years experience in NGOs, hands-on funding management experience
* Thorough understanding of general accepted accounting principles (GAAP), budgeting principles and practices as they apply to nonprofit organizations
* Working knowledge of accounting database systems, spreadsheet and word applications along with excellent ability to apply financial analysis techniques and implement solutions
* Ability to work independently, excellent time management skills, ability to meet multiple deadlines and prioritize workload
* Ability to communicate effectively and efficiently orally and in writing with various levels of staff and member leadership team and program staff
* Ability to use discretion when dealing with sensitive and confidential information