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# Example of Grants Coordinator Job Description

Our innovative and growing company is hiring for a grants coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for grants coordinator

* Working with Grants Manager on new, competing or revised grant applications
* Monthly Transaction review and verification of charges
* Timely initiation of any adjusting entries in the respective financial systems
* Preparing University Central Restricted Fund Budget Form
* Preparing University Central Budget Revision Form
* Comply with all Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work
* Conduct monthly review of pending payments
* Monitor Investigator and key personnel effort on sponsored projects to ensure obligations are met
* Prepare and record Banner earning transfers and journal entries, including those for month- and year-end close activities, rogue CFOP and other error corrections and necessary entries
* Assist with the promotion and maintenance of proactive approaches and systems to ensure compliance with sponsored research requirements

## Qualifications for grants coordinator

* Flexibility and the ability to work with shifting priorities and deadline pressure
* Must be willing and able to successfully pass a national criminal and sex offender background check
* Applicants must have at least five years of full-time, or equivalent part-time, experience in administrative work experience to include at least two years of grants/contracts administration support work and one year of supervisory experience
* Ability to supervise including planning and assigning work according to the nature of work to be accomplished and available resources
* Experience working independently with responsibility for decision making
* Ability to adapt to and work effectively as situations change