Downloaded from <https://www.velvetjobs.com/job-descriptions/grants-coordinator>

# Example of Grants Coordinator Job Description

Our growing company is searching for experienced candidates for the position of grants coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for grants coordinator

* Monitor subawards and student time on grants
* Ensure that students and faculty paid from grants complete proper ethics training
* Inform faculty and students monthly of the activity and balances available on their grants
* Update departmental grant spreadsheets to be sure they agree with UAccessFinancials reporting
* Assist faculty with annual and final grant reports
* Maintain Economics Department websites
* Assist faculty and graduate students with human-subjects applications, data-use agreements, and conflict of interest reporting to ensure grant compliance
* Assist with operational advances related to human-subject pay
* Create vendors and disbursement vouchers in UAccessFinancials system
* Coordinate with the Director of Grant Administration, the divisional foundation’s Executive Director, and hospital(s) President and/or CEO to determine strategy and set priorities for seeking funding sources

## Qualifications for grants coordinator

* Ability to develop and prepare pre-award and post-award budgets
* Ability to interpret funding guidelines
* Ability to maintain financial records and prepare reports from those records
* Bachelor’s degree in Biology or related field or an equivalent combination of education and experience will be considered in lieu of this requirement
* Minimum of one year relevant financial or grants management experience required
* Broad base of relevant technical knowledge and skills related to accounting and financial management systems, with accounting/non-profit experience desirable