Example of Grants Coordinator Job Description

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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

- 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