

# Virginia Tobacco Indemnification and Community Revitalization Commission

## Grants Administrative Assistant Job Description

### Summary:

The Grants Administrative Assistant supports the work of the regional Grants Program Administrator in the Abingdon field office. This is a 20-hour per week position with no fringe benefits.

### Responsibilities:

- Perform administrative and clerical duties including opening mail, answering phones, responding to general inquiries, and maintaining office files and grant files
- Review and evaluate grant payment requests including financial reports and expense documentation for completeness, compliance with funding policies and consistency with approved project budgets
- Monitor project reports for accuracy and reporting of project outcomes

### Minimum Qualifications:

- Post secondary education in Business Administration, Office Administration, Accounting or related field is preferred.
- Knowledge of grant administration, accounting and financial record keeping
- Proficiency with Microsoft Office Word and Excel and experience with databases
- Ability to perform mathematical computations accurately; interpret grant guidelines and project budgets; and communicate effectively both orally and in writing
- Strong organizational and analytical skills

### To Apply:

Send cover letter and resume to the following address by 5:00pm on March 2, 2012.

Attn: Grants Administrative Assistant  
Va. Tobacco Commission  
P.O. Box 1987  
Abingdon, VA 24212