

Grants Assistant – Southside Office

Working Title: Grants Assistant
Role Title: Financial Analyst – 91792
Job Open Date: 6/21/2016
Job Close Date: 7/6/2016
Hiring Range: Pay Band 4, Commensurate with experience
Agency: Tobacco Region Revitalization Commission
Agency Website: www.tic.virginia.gov
Location: Rocky Mount (Town), Franklin County

Position Number: 00011

Job Type: Salary (75%) -- 30 hours per week with benefits
Pay Band: 04

Job Description:

This position supports grant administration and data management activities of the Southside regional office of the Tobacco Commission. This is a 30-hour per week position with fringe benefits. The Southside office manages all of the Commission's project grants benefiting the twenty counties and three cities of the region awarded under the competitive grant programs targeted to economic development. Position is responsible for performing administrative and clerical duties, including opening mail, responding to general inquiries, and maintaining office files; reviewing and evaluating grant payment requests and expense documentation for completeness and compliance with funding policies; collecting reports and deliverables from grantees; managing data; conducting site visits; and other projects and tasks as assigned.

Minimum Qualifications:

Bachelor's degree or equivalent training and experience. At least two years of experience in an office setting with knowledge of grant administration, accounting and financial record keeping. Strong organizational and analytical skills. Communicate effectively both verbally and in writing. Ability to perform financial calculations and to interpret grant guidelines. Proficiency with Microsoft Office and Excel; and experience working with databases.

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