Grants & Contracts Administrator

Reports to:	VP, Finance & Operations
Job Classification:	Exempt, Salary
Base Pay Range:	$75,000 - $80,000 per year dependent on skills, qualifications, experience, & location
Schedule:	Full-Time
Location:	Remote/Hybrid with preference for qualified individuals located in the SBC service territory (Sierra Nevada) or adjacent counties.

About Sierra Business Council

Sierra Business Council (SBC) is a 501(c)(3) nonprofit organization catalyzing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Our goal is a sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all.

Our company culture supports a passion for the environment, small businesses, advocacy, recreation, and the close-knit communities that characterize the region. We provide meaningful work in an environment that nurtures our team and supports a healthy work-life balance. While we are currently based out of Truckee, CA, our team members are located in communities throughout the Sierra region.

Position Summary

As an integral part of the Organization, the Grants and Contracts Administrator will be responsible for managing the entire lifecycle of grants and contracts, from pre-award activities to post-award administration. This includes ensuring compliance with funding terms, conditions, and regulations; monitoring budgets; billing funders; and providing ongoing support.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Grants and Contracts Management:

- Serve as the primary point of contact for grants and contract management.
- Oversee the full lifecycle of grants and contracts received, including assisting with budget preparation, supplying required documentation, grant/contract review, obtaining signatures, billing, submission of required financial and progress reporting, and monitoring compliance.
- Oversee the full lifecycle of subawards and subcontracts issued, including preparation of contract agreements, collection of certificates of insurance and W-9 forms, review of billing and reports submitted, and monitoring compliance.

- Assist with negotiating grant, contract, subaward, and subcontractor terms and conditions in coordination with the finance and legal teams.
- Serve as a resource to the project teams in interpreting guidelines during proposal development.
- Maintain accurate records and documentation of all grant and contract awards, activities, reports, and documentation.
- Manage grant and contract database, efficiency, and integrity.

Financial Management:

- Work closely with the finance team and program teams to develop grant and contract budgets, ensure accurate invoicing and reimbursement processes, and prepare financial reports.
- Prepare and submit invoices, financial reports, and progress reports to funders of grants and contracts.
- Review invoices and financial reports submitted by subrecipients and subcontractors to ensure accurate invoicing and submission of required supporting documentation.
- Monitor and track grant and contract expenditures, ensuring all transactions are compliant with funding regulations, grant and contract terms and conditions, and internal policies.
- Update and reconcile budget and financial reports throughout the lifecycle of grants and contracts.
- Review Accounts Receivable Aging Reports and work with finance and project teams to ensure collection on a timely basis.
- Review Accounts Payable Aging Reports and work with finance and project teams to ensure payment in accordance with contract terms.

Compliance and Reporting:

- Ensure all grants, contracts, subawards, and subcontracts including expenditures and documentation comply with grant/contract terms and conditions, applicable laws and regulations, and organization-specific policies and guidelines.
- Communicate grant and contract compliance requirements and action items to the appropriate team members and subrecipients/subcontractors.
- Provide regular updates on the budget and compliance status of grants and contracts to the finance and project teams.
- Stay up to date on trends, regulations, laws, and recommended industry best practices for grant and contract management and compliance.
- Assist the finance team in developing and/or updating policies, procedures, and best practices related to grants and contracts management.
- Provide training and guidance to internal staff on grant-related procedures and compliance requirements, as needed.
- Collaborate with the finance team to setup, maintain, and update grant and contract database and tracking systems.
- Assist with grant and contract monitoring audits.
- Assist in oversight and monitoring of subrecipients and subcontractors.

PREFERRED SKILLS & QUALIFICATIONS:

- Bachelor’s degree in Business, Finance, or a related field.
- 3+ years of experience in grants and contracts administration, preferably within a non-profit, government, or academic setting.
- In-depth knowledge of federal, state, and local funding regulations, including Uniform Guidance (2 CFR 200) and the FAR (Federal Acquisition Regulation) or ability to develop this knowledge quickly.
- Experience with contract negotiations.
- Experience working with diverse sources of funding.
- Familiarity with reporting and budgeting within grant and contract funded projects.
- Excellent time management and organizational skills with ability to meet or exceed deadlines.

- High attention to detail.
- Strong problem-solving abilities and resourcefulness in handling challenges.
- Excellent professional verbal and written communication skills.
- Must possess strong interpersonal skills and have the ability to maintain positive and supportive working relationships with individuals at all Organizational levels.
- Ability to work independently as well as with a team, to learn on the job, and to be flexible/adaptable.
- Must be able to follow internal control and organizational policies and procedures.
- Must have the ability to maintain confidentiality and integrity of sensitive information including financial data.
- Proficient in Microsoft Office Suite (Excel, Work, PowerPoint) and experience with or capability of learning grant and contract management software.

EMPLOYMENT REQUIREMENTS:

- A pre-employment background screening will be performed.
- Must be able to provide proof of eligibility to work in the U.S.

PHYSICAL REQUIREMENTS:

- Must be able to perform essential functions of the job satisfactorily.

BENEFITS:

- Employer Paid Medical for Employee & Dependents
- Employer Paid Dental and Vision for Employee
- 401k Match
- Paid Time Off (PTO)
- Paid Holidays
- Opportunities for Professional Development

TO APPLY:

Please email your cover letter and resume to **careers@sierrabusiness.org** with the position title in the subject line.