Contracts & Grants Assistant

Reports to:	Contracts & Grants Manager
Job Classification:	Hourly, Non-Exempt
Base Pay Range:	$28.00 - $32.00 per hour dependent on skills, qualifications, experience, & location
Schedule:	Full-Time
Location:	Truckee, CA *eligible for a hybrid work arrangement - candidates must reside in the Sierra Nevada region (CA or NV)*

About Sierra Business Council

Sierra Business Council is a 501(c)3 nonprofit corporation established in 1994 and has dedicated over 30 years to enhancing the Sierra Nevada region through community empowerment, environmental stewardship, and economic development.

Headquartered in Truckee, California with satellite offices in Bishop and staff located throughout the region, the organization promotes sustainable regional growth by supporting businesses, solving rural issues, and addressing climate change. SBC's initiatives include economic empowerment through direct technical assistance and development strategies, climate action programs that enhance energy efficiency and reduce carbon emissions, and regional advocacy to elevate the Sierra's interests in policy discussions.

Our company culture supports a passion for the environment, small businesses, advocacy, and the close-knit communities that characterize the region. We are committed to creating an inclusive, supportive, and mission-driven workplace where employees can do meaningful work and contribute to positive outcomes for the community.

Position Summary

The Contracts & Grants Assistant will provide administrative and coordination support to the Contracts & Grants Manager and Finance team in the administration of contracts and grants. Responsibilities include maintaining accurate records, organizing documentation, tracking deadlines, assisting with invoicing and reporting, collecting and reviewing supporting financial documentation, following up on outstanding items, budget tracking, and supporting compliance-related activities to ensure contract and grant records are complete, accurate, and maintained in accordance with organizational procedures and applicable funding requirements.

The Contracts & Grants Assistant will work under the direction of the Contracts & Grants Manager and follow established organizational policies, procedures, and processes. The position works collaboratively with Finance and

program staff and requires a detail-oriented, organized, and dependable individual who is comfortable learning new processes and systems.

This is a hybrid position with in-person attendance at meetings, events, and trainings as required.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Contracts and Grants Administration:

- Provide administrative support to the Contracts & Grants Manager in the day-to-day administration of contracts and grants.
- Assist with the preparation and organization of grant and contract documentation, including applications, agreements, amendments, budgets, reports, and supporting materials.
- Assist with collecting required documents, signatures, forms, and other information from internal staff, funders, subrecipients, and subcontractors.
- Maintain accurate electronic and physical files for contracts, grants, agreements, amendments, reports, and other related documentation.
- Enter and maintain accurate information in contract and grant databases, spreadsheets, and tracking systems.
- Track contract and grant deadlines, reporting requirements, billing schedules, and other deliverables, and follow up on outstanding items, as directed.
- Assist with the preparation of materials for grant and contract meetings, reviews, monitoring, and audits.

Financial Administration:

- Assist the Contracts & Grants Manager and Finance team with preparing invoices, reimbursement requests, financial reports, and supporting documentation.
- Review invoices and supporting documentation for completeness and accuracy, and communicate questions or discrepancies to the appropriate staff.
- Assist with maintaining budget tracking spreadsheets and other financial tracking tools.
- Enter and update financial and contract information in designated systems in accordance with established procedures.
- Maintain records of outstanding invoices, reimbursements, payments, and other financial items related to contracts and grants.
- Help organize supporting documentation for billing, reporting, and reconciliation activities.
- Refer financial discrepancies, questions requiring accounting judgment, and matters outside established procedures to the Contracts & Grants Manager or appropriate Finance team members.

Compliance and Reporting:

- Maintain and organize documentation needed to support compliance with grant and contract terms, funding requirements, and organizational policies.
- Track reporting deadlines and required deliverables and communicate upcoming deadlines to appropriate staff.
- Assist with gathering information and documentation needed for funder reports, audits, and monitoring activities.
- Review documentation for completeness and follow up on missing information as directed.
- Assist with maintaining required documentation for subrecipients and subcontractors.
- Promptly escalate missing documentation, discrepancies, and potential compliance issues to the Contracts & Grants Manager.

Administrative Support:

- Prepare spreadsheets, correspondence, reports, and other administrative materials.
- Participate in meetings and take notes or document action items as needed.

- Maintain the confidentiality and security of sensitive financial, contractual, personnel, and other organizational information.
- Provide timely and professional communication with internal and external contacts.

** This position overview is not an exhaustive statement of duties, responsibilities, or requirements. The Employee may be required to perform other duties and special projects as assigned.*

MINIMUM SKILLS & QUALIFICATIONS:

- High school diploma or equivalent.
- 2 years of experience providing administrative, accounting, or program support or an equivalent combination of education, training, and experience.
- Interest in developing knowledge and experience in contracts, grants, nonprofit finance, or compliance.
- Strong organizational and time management skills, attention to detail, and commitment to accuracy with the ability to manage multiple assignments, meet deadlines, and maintain a dependable and professional work style.
- Excellent professional verbal and written communication skills.
- Comfortable communicating with coworkers and following up on outstanding information or documentation.
- Basic proficiency in Microsoft Office Suite, including Word and Excel, with the ability to learn grant and contract management software.
- Ability to follow established policies, procedures, and processes, complete routine tasks consistently, learn new systems, and seek guidance when needed.
- Ability to work independently on assigned tasks as well as with a team.
- Strong interpersonal skills with the ability to maintain positive and supportive working relationships with individuals at all organizational levels.
- Ability to maintain confidentiality and exercise appropriate judgment when handling sensitive information.

PREFERRED SKILLS & QUALIFICATIONS:

- Associate's degree or relevant coursework, training, or certification in business, finance, nonprofit management, public administration, or a related field.
- Familiarity with grants, contracts, invoicing, reimbursement requests, budget tracking, or other financial documentation.
- Experience with accounting software, grant management systems, or other administrative databases.
- Familiarity with grant reporting, documentation requirements, or compliance processes.

EMPLOYMENT REQUIREMENTS:

- A pre-employment background screening will be conducted in accordance with organizational policy and applicable law.
- Must be able to provide proof of eligibility to work in the United States.
- Must comply with applicable organizational policies, procedures, confidentiality requirements, and internal controls.

PHYSICAL REQUIREMENTS:

- Must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation.
- This position primarily involves computer-based and office work and may require extended periods of sitting, standing, communicating by telephone or video conference, and working at a computer.
- May occasionally require travel to organizational sites, meetings, or training locations.

BENEFITS:

- Employer-paid medical insurance for employee and dependents
- Employer-paid dental and vision insurance for employee
- 401(k) match
- Paid Time Off (PTO)
- Paid holidays
- Opportunities for professional development

WORK SCHEDULE:

This is a full-time position. The expected work schedule is 40 hours per week, Monday - Friday.

The position is hybrid, with remote work permitted when appropriate and in-person attendance required for meetings, events, trainings, and other organizational activities as needed.

TO APPLY:

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

EQUAL EMPLOYMENT OPPORTUNITY

Sierra Business Council (SBC) is an Equal Employment Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment on the basis of race, color, religion, sex, pregnancy, childbirth, breastfeeding or lactation, gender identity, gender expression, sexual orientation, national origin, ancestry, marital status, age, disability, medical condition, genetic information, military or veteran status, political affiliation, membership in an employee organization, parental status, or any other characteristic protected by applicable federal, state, or local law.

SBC is committed to fostering a diverse, equitable, inclusive, and respectful workplace where all employees are valued and have the opportunity to contribute and succeed.