Grants Specialist (Grant-Funded)

Reports to:	VP, Finance & Operations
Job Classification:	Hourly, Non-Exempt
Base Pay Range:	$32.00 - $36.00 per hour dependent on relevant experience, qualifications, & internal equity
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

This is a grant-funded position currently funded through June 30, 2027. Continued employment beyond that date is contingent upon the availability of grant funding and organizational needs.

The Grants Specialist serves as the primary administrator for assigned grants and grant-funded programs and is responsible for grants administration, reimbursement review, subrecipient monitoring, compliance oversight, documentation management, reporting support, and grant-related financial and administrative activities.

Responsibilities include administering assigned grants, reviewing reimbursement requests and supporting documentation, monitoring subrecipient compliance, tracking grant expenditures and reporting requirements,

identifying documentation deficiencies or compliance concerns, communicating required corrective actions, following up on unresolved issues, and ensuring grant records are complete, accurate, and maintained in accordance with funding requirements, applicable regulations, and organizational procedures.

The Grants Specialist reports to the VP, Finance & Operations and works closely with the Contracts & Grants Manager, Finance staff, program staff, funding agencies, auditors, and subrecipients to ensure grant requirements are met and grant-related activities are administered effectively and in compliance with applicable requirements.

The position requires exceptional attention to detail, strong analytical and organizational skills, professional judgment, and the ability to communicate effectively with internal and external stakeholders regarding grant requirements, documentation deficiencies, invoice errors, reimbursement requests, compliance concerns, reporting obligations, and corrective actions.

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

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Grants Administration:

- Serve as the primary administrator for assigned grants and grant-funded programs.
- Prepare, organize, and maintain grant applications, agreements, budgets, reports, amendments, and supporting documentation.
- Coordinate collection of required documents, signatures, forms, and other information from internal staff, funding agencies, partners, consultants, and other stakeholders.
- Maintain accurate electronic and physical grant files and documentation.
- Enter and maintain accurate information in grant management databases, spreadsheets, and tracking systems.
- Track grant deadlines, reporting requirements, reimbursement requests, performance measures, grant deliverables, and compliance obligations and independently follow up on outstanding items.
- Prepare materials for funder reviews, monitoring activities, site visits, audits, and grant-related meetings.
- Coordinate with Finance staff, program staff, subrecipients, consultants, and funding agencies regarding grant requirements, reporting obligations, reimbursement requests, and grant administration activities.
- Interpret and apply grant requirements, funding conditions, organizational policies, and administrative procedures in the day-to-day administration of assigned grants.
- Exercise independent judgment in identifying documentation deficiencies, compliance concerns, reporting issues, and reimbursement discrepancies requiring follow-up or escalation.

Financial Administration, Monitoring, & Compliance:

- Prepare, review, and process reimbursement requests, invoices, financial reports, supporting documentation, and other grant-related financial records.
- Review invoices, reimbursement requests, expenditure reports, budgets, supporting documentation, certifications, reports, and other grant-related records for accuracy, completeness, allowability, and compliance with grant requirements.
- Maintain budget tracking spreadsheets, financial tracking tools, and grant-related records in accordance with established procedures.
- Enter and update financial, compliance, reimbursement, and grant-related information in designated systems.
- Maintain records of reimbursement requests, invoices, payments, monitoring activities, corrective actions, findings, and other grant-related financial and compliance activities.
- Identify invoice errors, unsupported expenditures, missing documentation, reporting deficiencies, compliance concerns, budget variances, calculation errors, and other issues requiring correction or follow-up.

- Communicate findings, deficiencies, documentation requests, corrective actions, reporting requirements, reimbursement issues, and compliance expectations clearly, professionally, and consistently with subrecipients and other stakeholders.
- Track corrective actions, outstanding documentation, unresolved compliance issues, reimbursement concerns, and other grant-related deficiencies and follow up to ensure timely resolution.
- Monitor assigned subrecipients for compliance with grant agreements, funding requirements, reporting obligations, reimbursement procedures, and other grant-related requirements.
- Maintain detailed records of monitoring activities, communications, corrective actions, findings, and resolution status.
- Coordinate and support risk assessments, desk reviews, site visits, monitoring plans, audits, corrective action plans, and other grant oversight activities.
- Escalate significant financial discrepancies, unresolved compliance issues, recurring deficiencies, potential disallowed costs, compliance risks, and other matters requiring management review to the VP, Finance & Operations and Contracts & Grants Manager.

Compliance and Reporting:

- Maintain and organize documentation demonstrating compliance with grant requirements, funding agency regulations, award conditions, and organizational policies.
- Track reporting deadlines and required deliverables and coordinate timely submission of required reports and supporting documentation.
- Prepare and compile documentation, supporting schedules, reimbursement records, monitoring records, and other information required for funder reports, audits, monitoring activities, desk reviews, and grant reviews.
- Review reporting materials and submission packages for completeness, accuracy, consistency, and compliance prior to submission.
- Support grant audits, monitoring reviews, compliance reviews, and other oversight activities.
- Identify, document, and escalate reporting risks, compliance concerns, unresolved deficiencies, and other issues requiring management attention.

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, organizational, personnel, and other information.
- Provide timely and professional communication with internal and external contacts.
- Support special projects and other duties as assigned.

** This position description is not intended to be an exhaustive list of duties, responsibilities, or requirements. Additional duties and special projects may be assigned.*

MINIMUM SKILLS & QUALIFICATIONS:

- Associate degree in business, finance, accounting, public administration, nonprofit management, or a related field; or equivalent relevant professional experience.
- 3+ years of progressively responsible experience in grants administration, grant compliance, nonprofit finance, accounting, government-funded programs, reimbursement administration, subrecipient monitoring, program administration, or related functions.
- Demonstrated experience reviewing large volumes of documentation and identifying discrepancies, missing information, errors, unsupported expenditures, and compliance concerns.
- Strong organizational and time management skills with the ability to manage multiple assignments, competing deadlines, changing priorities, and a dependable, professional work style.
- Excellent verbal and written communication skills.

- Demonstrated ability to communicate professionally and effectively with subrecipients, funding agencies, contractors, consultants, and other stakeholders regarding compliance issues, documentation deficiencies, reimbursement requests, and corrective actions.
- Strong proficiency in Microsoft Office Suite, including advanced Excel skills, and the ability to learn grant management and financial software.
- Ability to follow established policies, procedures, and processes; complete routine tasks accurately and consistently; learn new systems; and seek guidance when needed.
- Ability to work independently, exercise sound judgment, manage competing priorities, and professionally address difficult situations and stakeholders.
- Strong interpersonal skills and the ability to maintain positive and supportive working relationships with individuals at all organizational levels.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.

PREFERRED SKILLS & QUALIFICATIONS:

- Bachelor's degree in business, accounting, finance, public administration, nonprofit management, or a related field.
- Experience serving as the primary administrator for a state, local, federal, tribal, or other compliance-intensive grant program.
- Familiarity with grant administration, reimbursement requests, budget tracking, financial reporting, grant compliance, or related documentation.
- Experience with accounting software, grant management systems, financial software, or other administrative databases.
- Experience administering federal, state, tribal, or local government grants.
- Experience monitoring subrecipients, contractors, consultants, or partner organizations.
- Experience supporting audits, monitoring activities, desk reviews, compliance reviews, or corrective action plans.
- Experience with Uniform Guidance (2 CFR Part 200) or similar government grant compliance requirements.
- Experience working in a nonprofit, governmental, educational, or grant-funded environment.

EMPLOYMENT REQUIREMENTS:

- Successfully complete a pre-employment background screening in accordance with organizational policy and applicable law.
- Must be authorized to work in the United States and complete all required employment eligibility verification requirements.
- Must comply with all organizational policies, procedures, confidentiality requirements, data security standards, and internal controls.

PHYSICAL REQUIREMENTS:

- Ability to perform the essential functions of the position, with or without reasonable accommodation.
- Primarily computer-based and office work requiring periods of sitting, standing, communicating, and operating a computer.
- May occasionally require travel to organizational sites, meetings, training locations, funder-related activities, monitoring visits, or subrecipient meetings.

BENEFITS:

- Employer paid medical insurance for employees and eligible dependents
- Employer paid dental and vision insurance for employees
- Employer 401(k) match, subject to plan terms
- Paid Time Off (PTO)
- Paid holidays

- Professional development opportunities

WORK SCHEDULE:

The expected work schedule is 40 hours per week, Monday - Friday. This position follows a hybrid work arrangement and requires regular participation in onsite meetings, trainings, audits, monitoring activities, subrecipient meetings, and other organizational functions as needed. Remote work arrangements are subject to organizational policies, operational needs, and management approval.

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 Opportunity Employer and is committed to creating a diverse, equitable, inclusive, and respectful workplace. We provide equal employment opportunities to all employees and applicants and prohibit discrimination, harassment, and retaliation based on any characteristic protected by federal, state, or local law.