



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

Title: Grants and Contracts Administrator

Department: Business Administration

Status: Non-Exempt, Regular, Part-time

Supervisor: Director of Finance

Position Description: The Grants and Contracts Administrator is responsible for managing Museum grants and contracts, both federal and private. Position works closely with numerous project managers & researchers, providing budget guidance and ensuring compliance with all applicable rules and regulations, including but not limited to 2 CFR §200, Subpart E – Cost Principles.

Major Tasks and Responsibilities:

- Assist program managers and researchers with grants and contracts budget review/proposals, assuring adherence to all required rules and regulations of granting agencies.
- Handle all grant and contract paperwork for signature, including but not limited to initial award paperwork and modifications.
- Enter related budgets into MNA accounting software and track actual expenses against budgets. Communicate with program managers and researchers regarding budget adherence and work to revise budgets when necessary, coordinating appropriate agency approval.
- Review related invoices assuring proper approval, coding, and allowability within specific agency guidelines. Enter grant related invoices into MNA accounting program.
- Review expenses and prepare invoices and other reports as required, including all required private agency and federal forms (SF 270, SF 425, etc.).
- Review and manage cost share documentation assuring that all matching and in kind costs are allowable and allocable.
- Submit grant payment requests using appropriate method as specified in grant agreement.
- Be a resource for program managers and researchers to assist with adherence to grant and contract rules and regulations including, but not limited to 2 CFR §200, Subpart E – Cost Principles
- Assist program managers with annual budget projections in connection with MNA annual budget.

Education and Experience Requirements:

- High school degree or equivalent required; coursework in accounting preferred
- Familiarity with 2 CFR §200, Subpart E – Cost Principles

Abilities, Skills, and Knowledge:

- Familiarity with Microsoft Office suite, fund accounting software, and other appropriate software.
- Ability to maintain confidentiality in all professional matters.

- Ability to communicate, both orally and in writing, with staff, trustees, vendors, and others to whom you represent the institution.

Working Conditions: Generally work indoors, Monday through Friday, hours and schedule to be set upon hire.