



JOB DESCRIPTION

Job Opening Announcement

Position: Grant Writer
Department: Finance Department
Grade: N5
Hiring Range: \$40,000 to \$42,000 annually
Date Posted: 08/17/2021
Date Removed: When filled

How to apply:

- 1.) Online – go to www.chestercounty.org, click on the “Job opportunities” icon, then click Fill out County Government Job Application online – HERE
 - Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:
Chester County Government, Attn. Human Resources Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



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JOB TITLE:	Grant Writer	FLSA:	Exempt
DEPARTMENT:	Finance Department	DATE:	
REPORTS TO:	Finance Manager	PAY GRADE:	N5

POSITION SUMMARY:

The purpose of this position is to coordinate and administer grants for County project or program funding, and to provide technical accounting, budgeting, and other financial and administrative support for the Finance Department operations as assigned.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Oversees all grant related activities of the Finance Department.
- Research grant opportunities from Federal, State, and local grants.
- Identifies grant sources and matches them to projects within County departments.
- Prepares grant applications for those potential grant opportunities.
- Implements or oversees implementation of grant programs; ensures compliance with grant restrictions and requirements.
- Lobbies granting agencies to continue funding on existing projects.
- Coordinates and works with all County departments to ensure Finance has all grant related documents for Chester County grants.
- Ensures that all grants receive proper approval through County Council.
- Maintains all grant files for Chester County.
- Meets with community groups to explain grant requirements; schedules and conducts public hearings and committee meetings and submits information as required or recommended for grant programs.
- Reconciles all Federal, State, and Local grants for Chester County.
- Performs a variety of accounting/bookkeeping duties in the monitoring and administration of grant funds, including but not limited to tracking and projecting revenues and expenditures, collecting/depositing/auditing monies received, reconciling grant and program financial statements to the County's financial records, calculating and executing funds transfers from grantors to the County, preparing and tracking complex or extensive billings, verifying invoices and preparing requests for reimbursement, etc.
- Communicates with and assists County department heads and employees with various aspects of grant application development and program management.
- Performs routine administrative/clerical work as required, including but not limited to typing reports and correspondence, entering, and retrieving computer data, establishing, and maintaining record-keeping systems, copying and filing documents, sending and receiving faxes, etc.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree with 1 to 2 years, experience in accounting, preferably in the area of grant writing; or any equivalent combination of training and experience which provides the required combination of skills, knowledge and abilities.

Required Knowledge and Skills

Knowledge of:

- Methods, procedures, and policies of grant administration and accounting.
- Considerable knowledge of arithmetic and spelling.
- Complex and technical aspects of financial operations]
- County organization and operational policies and procedures.
- Using computer-driven word processing, spreadsheet, and file maintenance programs.
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Skill in:

- Reviewing financial documents for completeness and accuracy.
- Learning and applying laws, regulations, and policies to the maintenance of financial records.
- Collecting, analyzing, verifying, and preparing schedule of yearly expenditures of Federal, State, and Local awards.
- Document management and computer systems.
- Exercising tact, courtesy, and firmness in frequent contact with outside professionals and the general public.
- Making sound, educated decisions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- None

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PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone, radio and in person.

This job description is not deemed to constitute a contract of employment. All employees of the County are in an "At Will" status whose employment may be terminated at any time, with or without notice or cause.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____