

## **Grants Administrator Job Description**

Under the supervision of the Director of Information Systems and Compliance, this position will assist in the preparation and dissemination of reports and documentation for the Museum to meet funder, governmental and public disclosure requirements.

This position will include the following areas of Museum operations and governance:

### **Internal Reports, Documentation and Journal Entries**

- Preparation of annual budget, in conjunction with Senior Management Team, for presentation to Board of Directors;
- Preparation of cash basis budget, in conjunction with Director of Information Systems and Compliance for presentation to Board of Directors on a quarterly basis;
- Preparation of monthly investment account reports for review by Museum Audit Committee and Board of Directors;
- Preparation of monthly receivable reports and documentation detailing unrestricted, restricted and restricted conditional receivables;
- Preparation of monthly fixed asset reports, including fixed asset valuation; depreciation, work-in-process; and additions/retirements of assets; and
- Preparation of monthly audience reports, which include monthly attendance reports for dissemination to Senior Management, and revenue by constituency.

### **Government and Public Disclosure Reports and Documentation**

- Participate in annual audit fieldwork with Director of Finance, Director of Information Systems and Accounting Administrator, and required follow-up documentation and reporting;
- Assist in preparation of annual Form 990 Reporting; and
- Assist in other government or regulatory documentation and/or reporting as required.

### **Funder Reporting and Documentation**

- Participate in budget preparation for new or renewing grant proposals, as needed;
- Track monthly restricted project revenue and expense to prepare monthly journal entries, including satisfaction of restrictions and restricted cash balances; and
- Prepare restricted project invoices, as necessary, for review by Director of Information Systems and Executive Director.

### **Additional Documentation**

- Maintain master contract filing system;
- Ensure all contracts are complete, which includes required signatures and dates; and
- Report monthly outstanding contracts to Director of Information Systems

### **Experience and Education**

Any combination of education or experience providing the required knowledge and skills are qualifying.

Minimum employment standards are:

- Three–five years' experience with grants administration and contracts;
- Three–five years' experience in accounting; and
- Experience with Excel and familiar with general ledger accounting systems

### **Skills and Qualifications**

- Strong organizational, time management and communication skills;
- High level of attention to detail;
- Ability to exercise sound judgment and to resolve issues;
- Ability to manage multiple projects, details, timelines and responsibilities;
- Prior experience with managing and forecasting budgets; and
- Ability to work independently.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his/her supervisor. Children's Discovery Museum of San Jose is at-will, equal opportunity employer.