



## Open Recruitment: Grants Analyst

### The Agency

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Kitsap, Pierce and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region's contribution to climate change. We achieve our mission by monitoring air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our staff of approximately 75 members includes inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communications specialists. Agency operations are supported by a team of specialists, such as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit [www.pscleanair.org](http://www.pscleanair.org). We are governed by a Board of Directors that includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

Also, as a part of the Agency's strategic plan, we are deepening our commitment to equity and community engagement. We value an inclusive environment and equitable approaches to our work. We strive to be consistent yet equitable in our practices and policies, as well as in our external relationships among residents, businesses, and community partners. We also value equity, which means doing whatever it takes to ensure every person in our region has the same air-related health outcomes and benefits. The Agency aims to do this while providing responsive customer service through our regulatory and monitoring work as well as partnering with communities to develop solutions through our voluntary programs.

### Annualized Salary

**\$60,468 - \$81,072** (Grade III) depending on skills and experience.

This position is represented by Teamsters Union Local No. 763

38.75 Hours, Monday - Friday

### Benefits

- Washington Public Employees' Retirement System (PERS)
- Medical, dental, and vision insurance
- Section 125 Flexible Spending
- Employer-paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP)
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Tuition Assistance

## The Position

The Puget Sound Clean Air Agency seeks a qualified, motivated, team-oriented candidate Grants Analyst to serve as a member of our Finance team. This Grants Analyst position provides essential grants administration and support for grant-funded projects throughout the Agency.

The Grants Analyst position is a unique opportunity for a dedicated individual to use their skills with grants to help support the Puget Sound Clean Air Agency's goals to protect public health and the environment from air pollution and become the most climate-friendly region in the United States.

The Grants Analyst is responsible for the administration and analysis of all grant information, records, billing and cost review and for reporting grant information to project managers and management. In addition, this position is responsible for monitoring and reporting on state and federal regulation compliance, and terms and conditions in awards.

Ideal candidates will have the ability to establish and maintain effective working relationships internally with staff, project managers, and supervisors. The successful candidate will have keen attention to detail with regard to financial tracking and reporting, skill working independently and with teams, and excellent written and verbal communication. The successful candidate will have proficient skills in the use of MS Excel, MS Word and financial and accounting software.



## Essential Job Functions

1. Acts as the grant administrator for all agency grants:
  - Assists the Finance Manager with implementation of grant administration requirements to meet federal grant audit requirements and agency policies and procedures, as well as with grants financial analysis and research
  - Develops financial management reports specific to grant programs
  - Completes monthly billings for all grants and contracts
  - Works with grant project managers to prepare grant applications; assists in translating scope of work proposals into financial budgets
  - Maintains the Grant Administration Desk Procedures and the agency Grants Manual policies and procedures
  - Notifies grant project managers each month on financial status of each grant and provides requested analysis and projections; provides monthly reporting to project managers on activity, financial status, budget, analysis, projections, and cash flow forecasts for grants and contracts
  - Provides accounting and grant administration assistance to grant project managers on financial procedures and documentation to ensure compliance with grant requirements; ensures compliance with agency policies and procedures and follows customer service practices
  - Assists Finance Manager, Sr. Accountant, or project managers in budget development for grants applications and subcontracts; participates in grant budget review meetings with other agency departments and provides budget information
  - Coordinates the addition of and training of new users on Federal websites for grant applications, reports, and activities
  - Organizes group grant training for Finance staff and project managers; provides training information and webinars to project managers and management by maintaining subscriptions to training webinars
  - Monitors all grants for due/expiration dates and sends out reminders to project managers
  - Develops and maintains both electronic and physical files for all grants for audit and records retention
  - Assists Finance Manager with additional improvements and enhancements to the financial reporting systems for grants
2. Participates in and provides support for annual audit
3. Administers the agreement tracking application and process for contract project managers
4. Prepares and submits the Federal indirect rate application to EPA
5. Performs administrative tasks, participates in professional development and Agency meetings/ events, and provides back-up support
6. Assists managers in training grant project managers on grant best practices, audit requirements and applicable grant regulations
7. Performs other duties as assigned and provides backup functions where necessary

## Knowledge, Skills, and Abilities

- Strong knowledge of the principles and practices of grant administration
- Ability to review and understand federal and state administrative policies and government regulations
- Strong knowledge of federal and state regulations regarding grants
- Knowledge of private and governmental fund accounting systems
- Ability to analyze, interpret, and recommend appropriate action where necessary
- Ability to work effectively with customers, clients, government agencies and the public
- Strong communication ability with clearly organized thoughts, proper sentence construction, and correct grammar
- Proven analytical and research skills, extensive spreadsheet and database experience
- High proficiency with Microsoft Office Suite software, particularly Excel and Word, and financial and accounting software
- Supportive of creating and maintaining equitable practices and community engagement that instill a culture of respect and inclusiveness; participation in ongoing professional development and education in environmental justice

## Education and Experience

Any combination of education and experience which provides the knowledge, skills, and ability to effectively and completely perform the job:

- Education: High school graduation or G.E.D. equivalent, college or vocational coursework in accounting and business
- Experience: Minimum three years of federal or state grants management experience

## Certification and Licenses

- Grants Management Certification (or willingness to pursue and make steady progress toward certificate once employed)

## Physical Demands and Environment

Work is performed indoors in a typical office environment. The demands that are required in this position are:

- Constant operation of a computer, telephone and other office equipment.
- Frequent communication with Agency employees and customers.
- Lift or move items weighing up to 20 pounds frequently and up to 50 pounds occasionally.
- Noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

## For More Information

**Heather Beckford, Human Resources Manager**

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