Admin Services Assistant 5

Job Overview:
This position is responsible for grant administration of considerable difficulty and related work as required. This position requires solid experience building formulas and maintaining databases in Excel. This work frequently involves directing fiscal services and budgetary operations involving large sums of money. Employees in this class have regular personal contact with high-level officials and administrators in explaining, interpreting, and enforcing pertinent Federal and State regulations, resolving issues and problems, and making presentations to various representative groups on administrative-related matters. This work also involves independent responsibility for important and complex operational and financial records. This position supports COVID Federal grant funding. It is an overlapped position lasting no longer than 3 years.

Key responsibilities:
1. Complete and submit grant applications and other required documents.
2. Develop and edit grant budgets.
3. Prepare monthly summaries of expenditures.
4. Lead monthly meetings with program directors to discuss grant status, spending strategies, upcoming deadlines, and budgetary issues.
5. Approve all financial transactions and prepare general ledger journal entries as required.
6. Monitor contractor billing and payment.
7. Oversee the utilization and reconciliation of the Division's procurement.
8. Compile and submit all required progress reports and workplans.
9. Create, maintain, and update complex grant spreadsheets and databases.
10. Act with flexibility in work time and shifting priorities.
11. Collaborate effectively with Division staff on all fiscal, procurement, and grant/contract projects.
12. Participate in Program objectives and strategies to achieve them.

Minimum qualifications:
Experience equivalent to substantial (five or more years of) full-time increasingly responsible professional staff administrative experience.

Salary: $3,534 - $5,653

Education requirements: Graduation from an accredited college or university with a bachelor's degree. Additional graduate coursework in public administration, business administration, or another acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. OR Four years of increasingly responsible professional administrative services experience with the State of Tennessee.
Benefits:
• 12 paid holidays
• Health, dental, vision, life, disability, and flexible benefits
• Paid vacation and sick leave
• Pension and 401(k) options
• Employee discount program and more!
• More information on benefits can be found at https://www.tn.gov/hr/employees1/benefits.html

To Apply: Careers (tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.