



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 2/26/2024
Revised on: 3/4/2026

Job Title	Salary Schedule	Grade	Job No.
Grants Budget Manager I	E3	03	SS8782
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Institutional Effectiveness, Grants, and Special Projects	Non Exempt	No	Yes

JOB SUMMARY: Assists with budget matters and program functions. Assists grant program directors with budget matters and essential program objects, verifying compliance with federal and state guidelines. Works closely with financial services to ensure compliance to accounting procedures and stays informed of new regulations and guidelines.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Bachelor's degree in accounting, business, computer science, or related field **from an approved U.S. Department of Education accredited institution** required.
- ◆ Five (5) years of experience in managing and monitoring budgets for federal, state, and local programs required.
- ◆ Five (5) years of experience with policies and procedures of federal, state, and local programs required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral and written communication skills.
Ability to work independently and collaboratively in a group setting.
- ◆ Ability to prioritize multiple projects and meet strict deadlines as part of a fast-paced, problem solving team working with minimum supervision.
- ◆ Ability to establish and maintain effective working relationships with co-workers, faculty, and administrators.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Assist the Dean of Institutional Effectiveness, Grants, and Special Projects.
- ◆ Assist budget managers in drawing up, administering, and closing out contracts as needed within grant programs.
- ◆ Work with budget managers and the area of financial services in the monitoring of purchase orders, budget revisions, verifying compliance with federal and state guidelines.

- ◆ Monitor all grant accounts to ensure that all funds are properly encumbered and expended in a timely manner.
- ◆ Assist grant managers in setting up initial budgets and with year-end closing procedures.
- ◆ Develop payroll and benefits budgets based on current Board-approved salary schedules and benefits rates to ensure that employees' salaries are properly allocated to budget units.
- ◆ Perform periodic reviews of programmatic compliance on all grant and matching funds and prepare financial and programmatic reports for grant programs.
- ◆ Work with faculty and staff to prepare budgets on grant proposals and complete forms for online grants.
- ◆ Assist the Dean with statistics and reporting.
- ◆ Set up and monitor current projects and year-end closing procedures.
- ◆ Assist budget manager or project director in submitting quarterly progress reports.
- ◆ Serve on College committees and perform other duties as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date