



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Grants Assistant	<b>Grade:</b> 10
<b>Division:</b> Federal Aid	<b>Job Code:</b> 4168
<b>Reports To:</b> Federal Aid Coordinator	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the direct supervision of the Federal Aid Coordinator, is responsible for performing various duties related to applying, contracting, administering and reporting grants for a large number of supervisory and technical personnel. Process bills, travel claims, and p-card expenditures. Duties include accounting/bookkeeping. Maintain employee records and work activity files. Prepare grant reimbursement requests and financial reports. Maintain files of grant documents and reports. Relieve supervisor of minor clerical duties. Make appointments, greet and direct visitors, answer telephones and make calls. Assist supervisor with other administrative duties as assigned.

### JOB DUTIES:

Responsible for routine grant management duties and assisting with administrative tasks.

Establish and maintain all Department grant files and records, including grant financial ledgers which require financial accounting duties.

Enter grants into custom computer program, maintain as needed.

Review/process grant expenditures on a daily basis.

Review/process Division p-cards on a monthly basis.

Record revenue received by Division to grants as program income if appropriate.

Data entry of employee time sheets and run reports in order to prepare and obtain approvals for monthly and/or quarterly electronic requests for reimbursement for appropriate grants.

Communicate with Division personnel regarding grant-related expenditures.

Prepare annual financial reports for appropriate grants.

Prepare the schedule of federal financial assistance for annual audit, and support other audits as required.

Provide back-up phone support to Division.

Greet visitors and disseminate information, both verbal and printed.

Arrange meetings and inform participants of day and time, place and receive telephone calls.

Prepare and mail interoffice memorandums, letters, etc., to Division employees and/or the public.

May lift and carry medium to heavy weight materials.

### Must have the ability to:

- Lift and carry materials up to 40 pounds.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and

concisely in writing.

- Use personal computer and various office equipment.
- May be required to periodically travel out of town, with possible overnight stays.

**REQUIREMENTS:**

**Education:** High school diploma, or equivalent, with two (2) years formal training or education in business or accounting. Preference is given for accounting skills.

**Experience:** One (1) year previous related experience.

**Knowledge and Skills:** Above average knowledge of spelling, punctuation, arithmetic, business English and standard office record keeping. Skills in operating a calculator, personal computer, word processing, spread sheets.