



Position Description

Aging Services Grants Manager

We're looking for an organized Aging Services Grants Manager to join our team at the Appalachian Council of Governments, a regional government agency. The Manager will work closely with the Finance Department and the Aging Services Department and handle day-to-day accounting functions for the regional multi-million dollar Aging Services Program.

General Purpose:

Performs technical, administrative and professional grant management and accounting duties in the creation and maintenance of budgets and the review and analysis of financial transactions for the Aging Services Program, a reimbursable funding program from the SC Department on Aging.

Supervision Received:

Works under the general supervision of the of Finance Director and interacts on a daily basis with the Aging Services Director

Essential Duties and Responsibilities:

- Develops annual budget with the Aging Program Director
- Prepares, monitors and amends Aging Services Program financial reports
- Develops and reviews monthly provider reimbursement submissions for accuracy and prepares reimbursement requests to providers
- Prepares monthly reimbursement funding reports to State Unit on Aging for contracted awards
- Reviews, monitors, supports and provides training regarding database entry and fiscal responsibilities to the Aging Services Program Providers
- Prepares and analyzes the Aging Services Program related schedules for the Annual Audit Report

Desired Minimum Qualifications

- Bachelor's degree in accounting, finance, business or public administration, or a closely related field
- Knowledge of Federal and State Aging Services Programs and knowledge of the AIM database system (SC's Aging Services database for reporting)
- 5+ years of progressive grants/accounting experience and responsibility
- Advanced computer skills in Microsoft Office, accounting software, spreadsheets and databases and expertise with Excel Spreadsheets
- Excellent organizational, problem-solving, project management and communication skills

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- Detail and action oriented with a strong work ethic
 - Good working knowledge of Federal regulations and familiarity with Older Americans Act programs

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The person in this position will frequently communicate with providers and others regarding fiscal accounting. Must be able to exchange accurate information in these situations
- Must be able to remain in a stationary position for 50 % of the time
- The person in this position needs to occasionally move about inside the office to access file cabinets and office machinery
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Employee is frequently required to sit for extended periods
- Ability to lift and move up to 25 pounds

How to Apply:

Resumes and salary requirements may be emailed to dzimmer@scacog.org or mail to

South Carolina Appalachian Council of Governments
Attn: Don Zimmer, Finance Director
30 Century Circle
Greenville, SC 2960

Application Deadline:

05/28/2019

For more information go to:

www.scacog.org