



JOB DESCRIPTION

Job Title:	Accountability & Grants Support Specialist
Reports to:	Director of Research & Special Projects and Procurement & Grants Manager
Supervises:	No
Job Code:	075
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input checked="" type="checkbox"/> other
Salary Ranges:	Starting around \$17.00

Position Summary:

Performs specialized program support duties for the Early Learning Coalition of Orange County Research & Special Projects and Procurement & Grants Departments. Duties include, but are not limited to, reviewing, modifying, and completing accurate program records and documentation, including budget and requisitions, accountability reviews, generating reports and documents utilizing full range of computer software, including spreadsheets, word processing and database programs. Assists with the reception area as needed. Must maintain all Coalition, participants', and vendors' information/data in a confidential manner. Attention to detail is essential.

Essential Job Functions

Program Services:

- Ensures proper procurement practices are followed according to ELCOC procurement policy and State of Florida requirements, including creation, submission, and documentation of requisitions for department purchases.
- Oversees and organizes inventory of program equipment and provisions.
- Maintains files and records in good order and keeps current information readily available to others while following Coalition policies and procedures. This may include copying, record retrieval and storage, or other routine record keeping activities.
- Maintain confidentiality of files and accompanying documents.
- Assists in vendor selection and pricing orders.
- Ensures quality checks are maintained
- Coordinate with other general administrative support duties as assigned
- Coordinate proper workflow to ensure compliance with policies and procedures
- Update and follow-up delegated tasks to ensure deadline progress.
- Collaborates with team members in the maintenance electronic records.
- Assists in event coordination.
- Assist with monitoring and audits of current and ongoing of contractors and sub-recipients.
- Assist with receiving all items purchased by the Coalition and distribute accordingly.
- Assist with entering the received items information onto the Coalition software and distribute receipts to the Finance department.
- Prepares and maintains list of all contractors, grants, and subrecipients.

- Responsible for reporting deliverable deadlines to ensure compliance with funders, contractors, and vendors.
- Collects, monitors, organizes, and reports data as required.
- Responsible for ensuring timely submission of reports and/or deliverables to funders.
- Assist with procurement meeting minutes
- Assist in preparing presentations documents for procurement committee meetings, as needed.

Customer Service & Reception:

- Answer incoming calls, furnishes information to the public and transfers calls when appropriate.
- Assists team members with program activities, including documentation of necessary program elements, ensuring all information is completed accurately and completely.
- Utilizes information from various sources to correspond, prepare reports, or provide information to public or staff.
- Provides assistance to the reception area as needed
- Prepares and maintains list of funders and community partners.
- Maintains a working database of key contracts.

Budget/Financial/Grants

- Provides support to Director and Program Leads with approved budgets to ensure proper accountability of grant (revenue and expenses).
- Prepares and adheres to project timeline.
- Responsible for ensuring adherence to state and grant fund partner standards of accountability.
- Responsible for ensuring all program data is completed accurately and tracked throughout program year.
- Prepares own timesheet and expense report on a timely and accurate basis.
- Assists in the preparation of monthly and annual reports to for ELCOC and funding partners

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with a minimum direction
- Ability to make accurate mathematical calculations and balance a budget.
- Ability to work independently and respond to deadlines while working in a team environment.
- Ability to work collaboratively as team member amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.

- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work in a fast-paced environment with creativity and enthusiasm.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Ability to solve problem and deal with a variety of variables.
- Willingness to learn appropriate childcare practices and knowledge of Florida state standards and requirements.
- Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite).
- Knowledge of Microsoft SharePoint platform beneficial
- Ability to navigate the internet.
- Must possess a valid Florida Driver's License with ability to travel and make visits to and from work, and to travel to off-site locations.
- Ability to work on Saturdays and evening hours.
- Professional appearance and presentation.
- The employee is frequently required to stand; walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision.

Education and Experience:

- Associates Degree (AA) in Business Administration and/or Management or a minimum of two years of college with at least 3 years of progressive office support experience.
- Demonstrates strong organizational skills with the ability to set priorities, meet deadlines under pressure and effectively multi-task.
- Possesses strong written and oral communication skills.
- Demonstrates ability to prioritize projects.
- Demonstrates ability to make minor updates and postings on websites.
- Demonstrates ability to perform light accounting procedures.
- Demonstrates ability to attention to detail to monitor/audit and compliance purposes.
- Bilingual – knowledge and ability to communicate in English and Spanish language both verbally and in writing beneficial.

Send Cover Letter and Resume to: msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County
 Attn: Marah Sanchez, Human Resources, Office & Technology Manager
 7700 Southland Blvd. Suite #100 Orlando, FL 32809