



COUNTY OF YORK
HUMAN RESOURCES
224 Ballard Street
P. O. Box 532
Yorktown, VA 23690
757 890-3687
employment@yorkcounty.gov

Grants Coordinator

SALARY: \$20.26 - \$23.44 Hourly
\$42,136.00 - \$48,746.00 Annually

OPENING DATE: 11/06/20

CLOSING DATE: Continuous

DESCRIPTION:

Responsible for performing professional and complex administrative and fiscal support work. Coordinates the application, reporting, and administration of grant funding for the County and other agencies. Seeks new grant funding and works with the appropriate departments or agencies with grant application. Monitors grants for compliance to grant award and other applicable rules and regulations.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to a bachelor's degree in public administration, business, accounting, or a related field and 2 years of closely related experience. Prefer applicant with local government experience and a certificate in grants management.

Thorough knowledge of federal and state grant policies and procedures, including but not limited to 2 Code of Federal Regulations (CFR) Part 200 (Subparts A-F).

Knowledge of generally accepted accounting principles, particularly those related to grant accounting.

Proficiency with Excel and Word.
Experience using Tyler Munis financial software desired.

Possession a valid driver's license issued by the Commonwealth of Virginia with satisfactory driving record.

SUPPLEMENTAL INFORMATION:**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of automated office machines which include a computer, typewriter, adding machine, fax machine, copier, etc. Occasionally may lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

For a more detailed description: [View Document](#)

**AN EQUAL OPPORTUNITY EMPLOYER**

The County of York reserves the right to close or withdraw this position at any time.

Apply online at <http://www.yorkcounty.gov/humanresources>

Grants Coordinator Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - No Diploma/GED
 - High School Graduate/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher

- * 2. Type in your major field of study in which you received your degree. If you have not received a degree, type in "None".

- * 3. How many years of experience do you have in professional-level accounting or finance?

- None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 4. How many years of experience do you have with grant administration and compliance?
- None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 5. List the types of grants you have administered below. If you have not administered grants before, type "None".
- * 6. Do you have experience writing and implementing grant policies?
- Yes
 - No
- * 7. Do you have experience in governmental accounting or grants management?
- Yes
 - No
- * 8. Which of the following best describes your experience level with grant tracking software?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 9. Describe your experience with Financial Reporting as it relates to grants. If you do not have this experience, type "None".
- * 10. Describe your experience with coordinating audits of grants with federal or state agencies. If you do not have this experience, type "None".
- * 11. Which of the following best describes your level of proficiency with Microsoft Excel?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 12. Do you have a valid driver's license?

Yes

No

- * 13. Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)

Yes

No

* Required Question