



# Southeast Conference

## Grant Technician Job Description

**The Grant Technician supports Southeast Conference’s mission through the following responsibilities:**

This position provides administrative technical and financial support for grant programs managed by Southeast Conference (SEC), including the [Alaska Mariculture Cluster \(AMC\)](#), which is a U.S. EDA BBBRC grant, and the [Accelerating Clean Energy Savings \(ACES\)](#), which is U.S EPA CPRG grant. This position reports to the Financial Compliance Project Manager, with daily tasks directed by the Financial Compliance Project Manager and Chief Financial Officer.

### **Key Responsibilities:**

- Provides efficient and effective contract compliance support to SEC program managers, ensuring that financial reports are prepared according to grant regulations and that contractual requirements are met.
- Assists finance and program staff in monitoring contract and subaward performance and ensures that invoices, and other documentation, are in compliance with SEC agreements.
- Ensures that SEC fully adheres to internal quality standards and that the requirements of SEC grant contracts and project awards are met.
- Provides financial reporting and other administrative support to Southeast Conference’s Finance Technician and Grants Specialist
- Maintain financial records carefully and precisely, entering accurate information into forms and spreadsheets, ensuring written communication is clear.
- Regularly updates and creates excel budget tracker of grants administered by SEC, assisting with financial reporting to the finance team.
- Interfaces with sub-awardees and contractors to gather required financial documentation for reimbursements, and other financial related transactions.
- Performs other duties as assigned.

### **Knowledge, Skills & Abilities:**

- Knowledge of: Grant management and/or equivalent project management principles; and accounting or other equivalent finance principles.
- Skills in: Strong written and oral communication skills, familiarity with budget development and management, experience using Office suite and relevant technology; strong attention to detail and organization.
- Ability to: work cooperatively as a productive team member with all levels of employees, management, external agencies, and grantees; assist at the administrative level with virtual meeting platforms, google/outlook calendars, and other virtual information-sharing platforms; efficiently pivot amongst multiple tasks and programs as needed.

**Desired Qualifications:**

Bachelor or Associate degree in finance or related field, or minimum of two years of experience at the advanced administrative/technical level in a work environment that provides exposure to grant management, project management, financial tracking and reporting, or related professional experience.

**Physical, Mental and Environmental Conditions of the Position:**

- **Physical:** This position performs white collar work which frequently requires sitting, standing, reading, holding/handling objects; hearing conversations/sounds, using fine finger movements, and seeing close work (e.g. typed print). It occasionally requires lifting up to 20lbs.
- **Mental:** This position requires mental functioning associated with an advanced administrative/technical level position including the frequent need to read and comprehend information; write; perform calculations; reason and analyze; multi-task; work cooperatively with others; direct, control and plan; perform under constant/changing deadlines; influence people; manage confidential information; and comprehend and follow instructions.
- **Environmental:** This position works in a standard remote-optional environment. This position requires occasional travel.

**Position Status:**

This position is a full-time, benefited, grant-dependent position, fully funded for the life of the respective grant, with potential for extension if funding is available.

The Southeast Conference does not offer tenured or guaranteed employment. Either Southeast Conference or the employee can terminate the employment relationship at any time, with or without cause, with or without notice, according to Alaska State law. This at-will employment relationship exists regardless of this job description, any other Southeast Conference documents, or any verbal statement to the contrary.

**To Apply:**

Please email a cover letter and resume to SEC's HR at [adrienne@seconference.org](mailto:adrienne@seconference.org), Adrienne Bunten, at [adrienne@seconference.org](mailto:adrienne@seconference.org). Position will remain open until filled.

**About Southeast Conference:**

Established in 1958, Southeast Conference's mission is to support activities that promote strong economies, healthy communities, and a quality environment in the Southeast Alaska region. As the state designated Alaska Regional Development Organization (ARDOR) and the federally recognized Economic Development District for the region, it is the responsibility of Southeast Conference to provide the economic development strategy for Southeast Alaska. An updated strategy is created every five years and reported on annually.