



Position Announcement

Title: Grants Administrator
Department: Finance
Reports to: Kim Voth, Finance Director
Status: Temporary through September of 2024 - Full-time (.80 – 1.0) Exempt

Primary Purpose of Position: Support SEMAAA team members with administrative and financial functions.

Essential Duties: Essential job duties for this position include, but are not limited to the following items:

- Provides financial oversight of contracts and Title III grants, which includes payment processing, resolving audits, and monitoring of expenditures.
- Provision of technical assistance and training to the projects and partner agencies.
- Organization of the nutrition contract review process and management.
- Monitoring and assessment of projects.
- Assist in preparation and submittal of quarterly progress reports to the MN Board on Aging.
- Participate in presentations and meeting as appropriate to represent SEMAAA's Finance Team as directed.
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Preferred Education, Qualifications and Experience:

A minimum of a four-year college degree and/or combination of college and work experience that would demonstrate an ability to perform technical and financial administration of grants and contracts funded by multiple funding sources.

Education and work experience in home and community-based services or related field highly desirable

Submit Cover Letter and Resume: Laurie Brownell - laurie@semaaa.org
Position open until filled