



North Carolina
**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS**

[Grants Administrator II](#)

Salary: \$31.00 (Based on education and/or years of relevant work experience reflected on the application)

Job Type: Temporary Full-Time

Application Deadline: 6/3/2022 5:00 PM EST

Location: Wake County, NC

This temporary position will be assigned to the Department of Military and Veterans Affairs Division. This position will coordinate the grant monitoring process and compliance of all grants with the agency grant monitoring plan, including but not limited to pre-award review and recipient research, communications with recipient, documentation review, risk assessments, post award monitoring, sub recipient reporting, non-compliance procedure, invoice or payment review, and closeout procedure.

Job duties:

- Supporting agency development and maintenance of internal grant process
- Issuing and monitoring grants and maintaining a grant management system for funded grants that includes report due dates, budget adherence and other grant requirements
- Developing internal grant tracking system
- Aligning and inputting information into the grant management system
- Serving as NCDMVA principal contact person for matters related to the grant process and related questions
- Performing other duties as assigned

Knowledge, Skills and Abilities / Competencies

- High level of integrity
- Ability to properly handle highly sensitive or confidential information with discretion
- Moderate to high level computer literacy
- Strong interpersonal & communication skills
- Working knowledge of grants and associated procedures

Minimum Education and Experience Requirements

Bachelor s degree in accounting, finance, business administration, public administration, or a related discipline from an accredited institution and 1 year of directly related experience or an equivalent combination of education and experience

[For the complete posting details and how to apply. click here.](#)