

**Lake County**  
**Baldwin, Michigan**

**JOB DESCRIPTION**

**JOB TITLE:** Budget & Grant Coordinator

**FLSA STATUS:** Nonexempt

**REPORTS TO:** County Administrator

**DEPARTMENT:** Administration Office

**GENERAL SUMMARY:**

Responsible for assisting in the administration of county policy, grants, budgets, financials, scheduling and special projects. Assists the Administrator in developing and amending the budget, conducting journal entries and transfers, developing packets and agendas for subcommittee meetings and compiling and responding to Freedom of Information (FOIA) requests.

Assists the Purchasing and Accounts Payables Coordinator. Assists in coordinating the processing of purchases by reviewing purchase requisitions, comparing estimated costs to available budgets, and verifying compliance with established purchasing policies. Reviews and approves purchase requisitions within prescribed limits, and refers other requisitions for further approval as appropriate. Contacts vendors to place approved orders, and types and submits purchase orders. Works with various departments and vendors to clarify status and requirements of orders, and expedite deliveries. Reviews invoices and purchase orders, and verifies information for accounts payable processing. Obtains and analyzes variety of product and service information, and recommends product or vendor selection as requested. Completes forms, data entry, records and reports related to purchasing transactions.

Ensures timely and accurate processing of invoices, and generates checks for payment in accordance with required approvals and established procedures and schedules. Submits listing of vendor invoices to Board of Commissioners for review, and responds to requests for information and verification. Maintains frequent contacts with various personnel, vendors and contractors in order to gather and exchange information and resolve discrepancies in invoices or payments.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for Budget Amendments, Journal Entries and transfers.
2. Responsible for uploading county budget into computer database and closing out year-end procedures database.
3. Responsible for creating account numbers in computer database for new or existing budgets.
4. Responsible for all departments individual customized access to financial software computer database.
5. Assists all departments with training/utilizing financial software database for budgeting.

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6. Responsible for reviewing and completing FOIA requests and coordinating with associated departments.
7. Assists IT /Admin with special projects.
8. Coordinates meetings and schedules on behalf of the Administrator.
9. Responsible for the development of packets and agendas for subcommittee meetings.
10. Responsible for the administrative oversight of the EMPG (emergency management wages), Emergency Food and Shelter, and Survey & Remonumentation, CJO, Fremont Area Foundation, RAP, WMSRDC, Title 4D reporting for FOC and Prosecutors grants. Creates invoices to track payments, coordinate meetings, files, monitors revenue, budget and create rosters.
11. Reports and tracks donations for various county departments.
12. Generates invoices for accounts receivables.
13. Generates agendas, motions and resolutions for committee meetings
14. Assists with administering the county phone system and contracts
15. Researches and creates Journal Entries.
16. Researches and creates Budget Amendments.
17. Prepares 1099 for contracted employees and IRS.
18. Responsible for coordinating the county's bond payments.
19. Responsible for coordinating the county's liability insurance, including tracking and reporting assets and filling claims.
20. Assists in coordinating the processing of purchases by receiving, recording, verifying, tracing and reporting all requisitions from County departments for supplies, equipment or services. Reviews purchase requisitions and compare costs with operational budgets to determine if changes or additions are needed to prevent budget deficits or surpluses, and ensures requisitions are in compliance with established purchasing policies. Reviews and approves purchase requests within prescribed limits, and refers other requests to Administrator or committee of Board of Commissioners as appropriate. Collects and summarizes information, product specifications, and budget information, and prepares purchase recommendations for review by superiors as requested. Maintains contacts with variety of personnel to either assist in completing purchase requisitions, clarify order requirements and specifications, provide information on status of purchase orders, or advise of appropriate alternative products or amounts.

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21. Approves supplies or equipment with appropriate department based on budget, enters purchase order information into computer database, and types and delivers completed purchase orders.
22. Assists HR with proofing payroll and creating budget accounts.
23. Reviews invoices, compares with purchase order and receiving documents, and verifies information for accounts payable processing. Contacts appropriate personnel or vendors to verify shipments received, and to resolve discrepancies between purchase orders and invoices.
24. Obtains and organizes variety of product and service information including specifications, price structures, payment terms, delivery schedules, availability, service requirements, warranty coverage, and so forth. Recommends vendor or product selection based on analyses, service and delivery history, and feedback from users.
25. Identifies invoiced items that qualify as fixed assets, codes capital outlay purchase form, and enters relevant information in computer database. Generates fixed asset report from computer database and maintains depreciation.
26. Completes all necessary forms, records, reports and other documentation related to purchasing transactions, and maintains related computer and manual files and records.
27. Performs all other duties and assignments as requested that are job related or necessary to execute County functions and services and support achievement of established goals and objectives.
28. Assists with postage machine maintenance, billing and supply orders
29. Manages the county credit card, including ensuring compliance with policy and coordinating accounts payables
30. Oversees county vehicles, including managing titles, and overseeing the disposal of excess county property

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Ability to read and write in order to proof, draft and edit forms, records, correspondence, and the like for punctuation, spelling, grammar and typographical errors; perform noncomplex arithmetic calculations; and maintain record keeping and filing systems.
2. Ability to type forms and correspondence and complete data entry accurately and efficiently; and knowledge of office systems, procedures, equipment, and computer applications.
3. Interpersonal skills necessary to be courteous and tactful in gathering and exchanging information, communicating policies and factual information, and dealing with vendors and various County personnel in resolving invoice or payment discrepancies.

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4. Analytical abilities necessary to check and verify budgets, purchase requisitions and invoices; maintain records and files; calculate final costs and purchasing budget totals; develop product and vendor recommendations; and organize and prioritize work assigned.

**EMPLOYMENT QUALIFICATIONS:**

*The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria. The employer reserves the right to substitute education and experience requirements.*

**Education:** High School Diploma or GED required with advanced coursework in business administration. Prefer advanced coursework in accounting and bookkeeping.

**Experience:** Minimum three years' experience in a governmental and/or office environment. Preferred seven years' progressively more responsible experience working independently in a governmental accounting office environment.

**PHYSICAL REQUIREMENTS:**

1. Ability to communicate with others in order to gather and exchange information.
2. Ability to respond to telephone inquiries.
3. Ability to continually proofread, check and verify data from printed form and computer monitor display.
4. Ability to use a keyboard and video display terminal to enter, retrieve, and/or audit information and data on a regular basis.
5. Ability to type forms, orders, and documents.
6. Ability to pull, lift and transport large document boxes and office supplies and equipment from shelves and boxes, and to and from various locations.
7. Ability to lift at least 20 pounds

**REPORTING RELATIONSHIPS:**

1. County Administrator

**WORKING CONDITIONS:**

1. Works in a normal office environment where there are relatively few discomforts due to dust, dirt, noise and the like.

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**APPROVALS:**

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Name	Supervisor	Date
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Name	County Administrator	Date
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Name	Personnel Committee Chairman	Date
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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*