



DEPARTMENT OF

FINANCE

Grants Administrator/Project Manager

Salary: \$81,764-\$88,504

Type: Full Time

Benefits: Full Benefits

Date Posted: 5/19/2025

About Finance

The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile

Under the supervision of the Director of Finance, the Grants Administrator / Project Manager is a key member of the Finance team. This position will supervise the Grant Manager and Accounts Payable, as well as be responsible for overseeing special projects. This position requires interaction with various municipal department heads and their assigned staff, as well as other outside agencies.

*Please note, this position will not be filled until 7/1/2025.

Education

- Bachelor's Degree in Accounting, Finance, Business Administration, or a related field required.

Experience

- A minimum of seven (7) years of progressively responsible professional accounting and administrative experience in local government finance, four (4) years of which must have been in a supervisory capacity.

Requirements/Certifications

- Excellent written and verbal communication skills. Experience with Microsoft Office with proficiency in Excel.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Grants Administrator / Project Manager

Grade: M9

Department: Finance

FLSA Status: E

Date: 07/01/2025

Position Profile: The Grants Administrator / Project Manager reports to the Director of Finance and supervises the Grant Manager and Accounts Payable. This position will also support and oversee special projects. Requires interaction with various municipal department heads and their assigned staff, as well as other outside agencies. Assists internal and external customers with inquiries and problems. Oversees grant projects and directs process improvement. Lead role in overseeing day--to--day operations and provides support to the Finance Director.

Duties and Responsibilities

Administration/Department Administration Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.

- Verifies and sets up grant and project expenditures and revenue. Works with departments to determine tracking of grant expenditures and timely reimbursements;
- Provides assistance with CDBG program;
- Assists with legislation and GL account determination for the grant funds;
- Provides guidance and assistance on special projects that may not be grant related;
- Provides auditors with financial information as needed during the financial statement annual audit;
- Leads and prepares SEFA and Single Audit statements for federally expended grant funds;
- Assists and provides guidance with various billing and collection processes;
- Complete and/or review of reconciliations of all AR Subsidiary ledgers to GL Balances;
- Lead or participate in software upgrades or new software implementation;
- Supervise overall day to day operations, propose and implement process efficiencies;
- Prepare and submit various state returns;
- Preparation of a Schedule C showing anticipated grant funding and related match amounts;
- Preparation of Uniform Financial Return FR Schedules for grant funding information.

Skills Proficiency/Strategic Planning: Develops and shepherds comprehensive short- and long-term plans.

- Provides technical advice and guidance to departments on complex accounting, grants, and related matters.

- Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, and related operations of the City and makes recommendations on how to implement new requirements.

Leadership/Team Leader: Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Supervises and leads team, which consists of grant management and other special projects.
- Guides supervisors on the best practices in regard_s to new hires, and training and retention of team members.
- Collaborates with the leadership team of other City departments and stakeholder groups.

Stewardship/Financial: Prepares and manages revenue and grant budgets within established guidelines.

- Manages/oversees reconciliation of General Ledger for all assigned balance sheet accounts to support documents.
- Monitors and reviews Revenue accounts.

Development/Leadership Development: Provide opportunities to engage in leadership development and learn about career advancement.

- Manages services provided by finance department to other City departments.
- Attends professional workshops and meetings related to finance.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Accounting, Finance or Business Administration, required
- A minimum of seven (7) years of progressively responsible professional accounting and administrative experience in local government finance, four (4) years of which must have been in a supervisory capacity.

Physical Requirements

- Work requires no unusual demand of physical effort.

- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.