

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Grant and Asset Manager	FLSA status:	Non-Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Controller
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Position summary: Under indirect supervision, this position is responsible for the fixed asset inventory and tracking functions and grant management for the College. This position reports directly to the Controller, keeping her/him abreast of all planning, organizing, staff and development of Panola College's financial affairs.

Position responsibilities:

- Proactively research and identify grant opportunities aligned with institutional priorities, including state, federal, and private funding sources.
- Collaborate with faculty, staff, and administrators to develop and prepare competitive grant applications, including budgets, cost justifications, and required attachments.
- Monitor grant budgets to ensure expenditures align with approved scopes, timelines, and compliance requirements.
- Assist departments with quarterly and annual grant reporting, including gathering financial data, compiling narrative and performance reports, and meeting submission deadlines.
- Ensure accurate tracking, reconciliation, and close-out of grant funds.
- Develop and maintain internal tracking systems to monitor grant activities, deadlines, and required documentation.
- Serve as liaison with granting agencies for financial matters related to grants.
- Attend grant-related professional development, workshops, and training sessions to remain current on funding regulations and opportunities.
- Maintain a current-year spreadsheet of fixed asset additions through general ledger analysis and inventory tagging.
- Conduct annual verification of fixed assets and update inventory records accordingly.
- Perform depreciation calculations for use in the College's annual financial statements.
- Monitor and track capital assets purchased with Perkins and other grant funds to ensure compliance.
- Maintain a detailed inventory of College-owned assets and equipment.
- Support contract writing and review in coordination with the Business Office and College departments.
- Create and distribute cost-benefit analysis reports for annual budget hearings.
- Manage insurance documentation and coordinate with insurance providers.
- Review and update internal policies and procedures related to grants and assets.
- Assist external auditors with audit preparation and data compilation.
- Support employees and students in matters related to position responsibilities.
- Travel and work flexible hours as needed to support institutional and grant-related activities.
- Perform other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in a related field required; Accounting or Business degree preferred. Three years of experience in financial or grant-related roles preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Detailed-oriented.
- Demonstrated knowledge of accounting principles and institutional financial functions.
- Ability to collaborate effectively with faculty, staff, and external stakeholders.
- Experience in preparing budgets and financial reports.
- Ability to support and enhance grant compliance, reporting, and proposal development.
- Strong organizational and time-management skills.
- Ability to foster a cooperative work environment and work well in a diverse team.
- Proficiency in Microsoft Office and accounting software.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.