

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

GRANTS ADMINISTRATOR
Full Time

SUMMARY OF ESSENTIAL DUTIES:

This is a non-exempt position that is responsible for grant writing and administration. This position will have the primary responsibility of identifying grant opportunities, preparing grant applications, securing grants of all types, and management, including reimbursement requests, of approved grants.

ESSENTIAL JOB FUNCTIONS:

- Prepare monthly grant reimbursements
- Prepare monthly/quarterly/annual financial reports for grants
- Identify grant opportunities
- Prepare grant applications
- Other duties and special projects as assigned

POSITION SPECIFICATIONS:

Bachelor's degree in accounting or business required. Grants experience preferred. Must have knowledge of accounting theory, principles, and practices. Must have knowledge of finance, accounting, and budgeting. Must be proficient in Microsoft Office products, especially Microsoft Excel. Must have the ability to communicate effectively, both orally and in writing.

SALARY RANGE:

\$45,885

Applications and resumes will be accepted until position is filled at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to rachel.hopkins@txkusa.org; or accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.