

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Grants & Contract Specialist*

**I. JOB INFORMATION**

**Job Title:** Grants & Contract Specialist (CS 16)

**Job Class:** 12124

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction from department budget managers, assists in maintaining all financial records for grants and contracts. Reconciles salary/budget transactions.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Creates spreadsheets for analysis on all expenditures and income to include interdepartmental tracking of expenses.
- Utilizes standard methods and accepted accounting procedures to analyze financial status of grants/contract activity.
- Creates correspondence relating to budget/expenditure matters, personnel, financial analysis and requests for information. Prepares and analyzes Bursar reports, compiles information on students, faculty, equipment, and space.
- Records income payments, makes bank deposits, compiles various bills for payment, and balances bank statement. Gathers information for the accountants for taxes and reports.
- Maintains and monitors grant and contract activity for department projects; prepares bills, analyzes rotary accounts, computes indirect costs, inputs budget and opens accounts for new projects.
- Serves as primary liaison and acts on behalf of supervisor and/or other staff members (e.g. attends or presents at administrative meetings).

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Excellent verbal/communication skills. Thorough knowledge of budget management. Ability to calculate whole numbers, decimals, fractions, percentages, simple and compound interest. Considerable knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

12120

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*