



BUDGET AND GRANTS MANAGER

The Mid-Ohio Regional Planning Commission (MORPC) is seeking a reliable, hard working, motivated, team-oriented individual to fill the position of Budget and Grants Manager. This is a full-time professional position that reports to the Finance Director. This individual will be the primary manager of the agency's budgeting functions and grant management and compliance functions. This individual will be responsible for budget creation and process; indirect cost allocation plan; grant monitoring and audit preparation; annual audit assistance; and grant reporting, tracking, budgeting, and compliance. This position supervises the budget analyst position.

This position requires thorough knowledge of grant monitoring and compliance and the principles and practices of government finance, including single enterprise fund accounting, governmental budgeting and auditing. Ability to analyze situations, communicate effectively and help lead a staff of technical and administrative personnel in program planning, development and delivery of services. Understanding of current management and office practices and Microsoft computer applications. This individual should have a valid driver's license, good driving record and maintain automobile liability insurance coverage as required by MORPC. This individual should be willing to use agency or personal vehicle with mileage reimbursed to conduct MORPC business. Essential functions include the ability to use telephone, computer, accounting system and participate in meetings inside and outside the office.

Bachelor's Degree in accounting and five (5) experience in a professional accounting or budgetary or grant management position including at least two (2) years in a management/supervisory capacity. A Master's Degree in public or business administration or accounting, a CPA, or a CGFM may be substituted for two (2) years of non-management experience.

Salary is commensurate with experience and education with a hiring range of \$53,000 - \$70,000. Excellent benefit package. MORPC is an EOE/AAP employer. Please send resume to or complete an application at MORPC, ATTN: FA-1-12, 111 Liberty St., Suite 100, Columbus, OH 43215 or fax resume for immediate consideration to (614) 233-4206. No phone calls. www.morpc.org