

Champaign County Job Description

Job Title: Grant Reporting Clerk

Department: Administrative Services, County Executive's Office

Reports to: Grant Coordinator

FLSA Status: Not Exempt

Grade Range: F

Prepared Date: December 2025

SUMMARY

The Grant Reporting Clerk supports the County's grant management and compliance functions by assisting in monitoring and reporting of awarded grants. This position works under the direction of the Grant Coordinator and is responsible for ensuring timely, accurate, and compliant grant reporting across County departments. The Grant Reporting Clerk serves as a primary point of contact for post-award grant reporting and documentation with internal departments and external funding agencies.

PRIMARY DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Manages post-award administration for assigned County grants, including tracking deliverables, expenditures, ordering, timelines, and compliance requirements.
- Prepares, submits, and coordinates all required programmatic and financial reports for assigned grants.
- Maintains organized grant files, documentation, and records to support audits, monitoring visits, and internal reviews.
- Coordinates with County departments to collect data, invoices, goals and performance metrics, and supporting documentation required for grant reporting.
- Monitors grant budgets in coordination with the Grant Coordinator and Finance Department to ensure allowable and timely use of funds.
- Tracks grant deadlines and proactively communicates reporting and compliance requirements to relevant staff.
- Assists with compiling information for updates to the County Executive, County Board, Director of Administration, and internal stakeholders.

- Provides administrative and logistical support related to grants, including scheduling meetings, maintaining tracking tools, and supporting internal processes.
- Assists with limited communications or public-facing updates related to grant-funded projects, as directed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple grants and deadlines simultaneously.
- Working knowledge of grant compliance, reporting requirements, and documentation standards.
- Ability to interpret grant agreements, budgets, and funding guidelines.
- Ability to follow established processes while identifying potential issues or risks.
- Ability to work collaboratively with multiple departments and external partners.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency with Microsoft Office Suite or related software; comfort working with spreadsheets and tracking systems.

EDUCATION and/or EXPERIENCE

Associate's degree from an accredited college, preferably in public administration, nonprofit management, finance, communications, or a related field; or equivalent experience that would provide the required knowledge, skills, and abilities. Experience with grant administration, compliance, or reporting is preferred.

PHYSICAL DEMANDS

This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. A significant portion of the workday is sitting

or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

NOTE

This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.