

## **FLORIDA SPORTS FOUNDATION Finance and Grant Coordinator**

**Location:** Tallahassee

**Reports to:** Director of Administrative Affairs

### **Job Summary:**

N/A

### **Responsibilities:**

1. Finance & Administrative Coordination with Director of Administrative Affairs for the following:
  - a. Processing Vendor invoices, entering Accounts Payable;
  - b. Completing staff travel authorization forms and expense reports;
  - c. Contract creation and review;
  - d. Entering tag revenue data from the State revenue website;
  - e. Entering receipts, check logs and deposits;
  - f. Audit preparation;
  - g. Budget reports;
  - h. Provide support for posting transparency documents and reports on the Foundation website;
  - i. Review and become familiar with requirements of all Foundation contracts;
  - j. Gathering information and preparing documents for Department of Economic Opportunity monthly and quarterly reports;
  - k. Preparing reports for the quarterly Board of Directors' meetings;
  - l. Prepare correspondence on behalf of the Director of Administrative Affairs, independently or with oral or written instruction;
  - m. General projects including PowerPoint Presentations, and materials for presentations and legislative requirements.
2. Grant Program Coordination with Director of Administrative Affairs for the following:
  - a. Review application documents;
  - b. Prepare Grant Committee & Board Reports;
  - c. Create and maintain file folders and logs for each grant;
  - d. Communicate needed documents;
  - e. Send out contracts;
  - f. Prepare Grant correspondence;
  - g. Review Post Event reports;
  - h. Prepare grant payment documentation;
3. Other duties as assigned.

### **Qualifications:**

- Must possess a Bachelor's degree.
- Must possess excellent technical, organizational, verbal and written communication skills, excellent word processing skills and strong computer skills.
- Be familiar with the network of sports commissions within the state of Florida, and have the ability to work with these commissions in the development and promotion of grants in Florida.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and may be modified periodically.*