



**JOB ANNOUNCEMENT**

**POSITION TITLE AND DEPARTMENT/DIVISION:**

Grants Accounting Specialist/Project Manager with Administrative Services.

**POSITION LOCATION:**

The Grants Accounting Specialist/Project Manager position may be based on Saint Paul Island, Alaska or as a hybrid remote telecommuting position with periodic travel to Saint Paul Island.

**POSITION CLASSIFICATION AND HOURS:**

The Grants Accounting Specialist/Project Manager position is an exempt, regular full-time position up to 40 hours per week. The work hours for this position may vary.

**POSITION DURATION:**

The duration of employment for the Grants Accounting Specialist/Project Manager position is expected to last 4 to 6 years depending on the grant funding and future funding.

**POSITION BACKGROUND SUMMARY:**

The City of Saint Paul, Alaska has received several grants to improve critical infrastructure in our community, ranging from water, wastewater, electrical, and bulk fuel utilities. The Grants Accounting Specialist/Project Manager will assist with accounting for the grant funds, grant reporting, and managing these various grant funded projects.

The Grants Accounting Specialist/Project Manager works under the direction of the City Manager and may take functional direction from the Finance Director and Grants Coordinator and is responsible for accounting, planning, overseeing and leading special and grant funded projects for the City.

Grants Accounting Specialist/Project Manager is considered a mid-level position where work is performed according to established procedures. This position requires interaction with a range of internal and external stakeholders, most often managing several moving project parts simultaneously.

The Grants Accounting Specialist/Project Manager position requires a tactful, pleasant, courteous, and diplomatic manner, and a neat appearance.

**ESSENTIAL JOB FUNCTIONS:**

The following are essential job functions of the Grants Accounting Specialist/Project Manager:

1. Will be dealing with Federal, State and private funding.
2. Will provide City Manager and Finance Director with information requirements related to grants.
3. Assemble financial statements for grants.
4. Deliver monthly expense reports, variance analysis and reconciliations to the general ledger demonstrating flawless attention to detail and ability to consistently generate a high-quality work product.
5. Provide explanations and recommendations for variances from grant budgets and discuss with personnel to ensure their knowledge and understanding.
6. Review transactions for compliance with applicable grant and contract terms internal policies and procedures.
7. Become familiar with all aspects of grants overseen including regulations and reporting requirements to funders.
8. Lead project planning sessions for grant funded projects.



9. Coordinate staff and internal resources to support grant funded projects.
10. Manage grant funded project progress and adapting work as required.
11. Ensure grant funded projects meet deadlines.
12. Manage relationships with engineers, contractors, and stakeholders for grant funded projects.
13. Prepare grant funded project schedules and/or review and adjustment of project schedules provided by engineers or contractors.
14. Prepare and review Requests For Proposals, contracts, change orders, amendments and other related documents for grant funded projects.
15. Oversee all incoming and outgoing grant funded project documentation.
16. Conduct grant funded project review and create detailed reports for the City Manager and city council.
17. Responsible for timely and accurate grant reporting.
18. Assist with preparing monthly, quarterly, semiannual, and annual grant related financial and progress reports.
19. Review of purchase requisitions, purchase orders, etc. for grant-related purchases.
20. Review of invoices for grant-related projects.
21. Work with City Manager, Finance Director, finance staff, Grants Coordinator, and funders to resolve any issues.
22. Performs other duties as needed or assigned by the City Manager.

#### **QUALIFICATIONS:**

The following are necessary qualifications for the Grants Accounting Specialist/Project Manager position:

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED.
3. Must possess a valid Alaska Driver's License. Must have a clean driving record.
4. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
5. Knowledge of fund-based accounting systems.
6. Knowledge of government accounting principles.
7. Five or more years of proven work experience in project management, preferably in Alaska.
8. Five or more years of proven work experience in accounting, preferably in Alaska.
9. Associate or bachelor's degree in management, business administration, public administration, engineering, or related field, preferred.
10. Strong computer and software skills including but not limited to Microsoft Word, Excel (in particular (managing spreadsheets, creating charts, and using advanced formulas), Outlook, and PowerPoint.
11. Strong project management software skills.
12. Excellent analytical skills to manage large amounts of data.
13. Familiarity with public utility systems such as electric, water, sewer, and bulk fuel utilities.
14. Attention to detail and accuracy.
15. Ability to prioritize work.
16. Ability to read and understand schematics, engineer drawings, symbols, charts, and graphs.
17. Conflict resolution skills.
18. Leadership skills.
19. Ability to multi-task and manage various project elements simultaneously.
20. Ability to create and maintain moderately complex records; enter data; access, retrieve, compile, and analyze information; sort, separate, arrange, file, and distribute various reports, files, and materials; and operate basic office equipment including a personal computer, printer, telephone, and copier.

21. Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, and guidelines.
22. Sets priorities, organizes, and remains efficient and flexible in the performance of multiple tasks/priorities while completing all assignments in a timely manner.
23. Takes sufficient notes at meetings to prepare an accurate record of events and meetings.
24. Maintains and handles confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact.
25. Must abide by the City of Saint Paul's alcohol and drug free workplace policies.
26. Other combinations of education and experience that could provide the competencies, knowledge, skills, and abilities listed.

**WAGE AND BENEFITS:**

This is a salary position ranging from \$80,600.00 to \$101,046.40 per year, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING OR TELECOMMUNING:**

If the selected applicant is willing to relocate to Saint Paul Island, Alaska, a relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$500.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel, and taxes).

If selected applicant is not willing to relocate to Saint Paul Island, Alaska this position may be based anywhere within the United States. The City shall provide this position with a laptop computer and compensate for internet and telephone communications. This position must abide by the City's telecommunicating policy and sign a telecommuting agreement. This position will require periodic travel to Saint Paul Island to assist with onsite management of various projects.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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