

# **LASMTC hiring Grant/Contract Administrator**

## **Grant/Contract Administrator Position Available**

The Legal Aid Society has an immediate opening for a Grant/Contract Administrator in its Nashville office. The Grant/Contract Administrator will coordinate public and private grant/contract budgeting, reporting, and invoicing and manage all funding contracts. The Grant/Contract Administrator will maintain an administrative grant calendar; prepare budgets and budget narratives for all grant submissions, prepare grant invoices, fiscal reports and oversee program narrative reports to assure compliance with fiscal and substantive goals and requirements of grants. The Grant/Contract Administrator also provides basic accounting support as well as prepares and enters invoices and participates in annual audits. The Grant/Contract Administrator reports to the Accountant.

Applicants must be organized and meticulously detail oriented with strong accounting skills, verbal and written communication skills and the ability to work flexibly and creatively. Applicants should have 1-3 years experience with nonprofit accounting, grant administration and grant budgeting, with a BA/BS degree in accounting. Candidates should also have strong experience with Microsoft Office, especially Excel and Outlook and databases; strong oral and written communication skills; the ability to work collaboratively with internal and external partners; excellent organizational skills and proven ability to meet deadlines. Candidates should also have the ability to multi-task and pay attention to details. Experience with Great Plains accounting software, database software, and Crystal Reports is preferred.

The Legal Aid Society has eight offices that provide free legal services to 48 counties in Tennessee. Our attorneys and paralegals handle cases for low-income people in the fields of domestic violence, housing, consumer, federal income tax, health, social security, and special education. For more information about LAS, visit [www.las.org](http://www.las.org).

Applications must include a cover letter, resume, and three references (with phone numbers). No phone calls, please. Send by mail or email to:

Human Resources Administrator

Grant/Contract Administrator Position

Legal Aid Society

P.O. Box 5209

Oak Ridge, TN 37831

[HR@las.org](mailto:HR@las.org)

The position will remain open until filled. The Legal Aid Society is an equal opportunity employer. It welcomes applications from women, minorities and persons with disabilities.

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[Print](#)

[Table of Contents](#)

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