



## COUNTY OF AMHERST



### Human Resources

AMHERST COUNTY ADMINISTRATION BUILDING  
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### Grants Administrator/Accountant

Amherst County has an exciting opportunity for an experienced grant administrator! The position will oversee the complete grant funding process including application, award monitoring, and compliance with federal, state, and local laws and regulations. The administrator will be able to collect and analyze departmental data to be used when matching grant applications to meet organizational needs. The successful candidate will also be able to develop and maintain working relationships with departments, other county agencies, and outside organizations the county partners with for specific projects.

A bachelor's degree in accounting or a related field or equivalent combination of education and experience is required. The successful candidate should have a thorough knowledge of generally accepted accounting principles with some knowledge of grant accounting and related financial reporting. Experience in a responsible grant or general accounting position is required with grant administration or grant writing experience preferred.

Interested candidates may apply for the position by completing the Personal Information section at the bottom of this ad and attaching a resume.

Job ads for open Amherst County positions may also be found at:

<https://www.countyofamherst.com/category/?categoryid=6>

This is a full-time position with benefits. The hiring range is \$51,257 to \$60,000, dependent on experience. Questions regarding the position may be directed to Finance Director Stacey McBride at 434-946-9304 or [shmcbride@countyofamherst.com](mailto:shmcbride@countyofamherst.com). This position is open until filled. EEO.