

BROWNSFIELD FINANCE AND GRANTS MANAGER (ANALYST)

(Job Opening ID #522424)

Full-time position available with the City Planning Department, Brownfields Group Division, located at 414 E 12th St. Normal Work Days/Hours: Monday-Friday 8:00a.m.-5:00p.m.

- Ensure compliance with grant financial terms and conditions.
- Prepare monthly financial status reports and federal grant financial reports.
- Prepare and administer the Brownfields Office annual budget.
- Process payments, change orders, and budget transfers.
- Originate and manage purchase orders for contracts and agreements.
- Maintain accounts for EPA grants and RLF loans, subgrants and program income.
- Reconcile PeopleSoft financial accounts with EPA financial reports.
- Log staff hours by grant/project and prepare monthly reports to recover costs.
- Track program income and project future cash flow against operating costs.
- Process RLF loan and subgrant applications, manage closings and disburse funds.
- Draft staff reports and recommendations on RLF loan applications
- Service loans or oversee a contractor responsible for loan servicing.
- Manage grant audits and inquiries.
- Evaluate program efficiency and make recommendations for improvement.
- Write Standard Operating Procedures to document processes.
- Possess strong analytical and organizational skills and excellent communication and customer service skills.
- Various other tasks as needed.

REQUIRES an accredited Master's degree in public or business administration, urban or regional planning, economics, organizational psychology/development, project management, or geography; OR an accredited Bachelor's degree and 1 year of professional experience in public or business administration, corporate/municipal finance, research, accounting, planning, project/program management or geographical information system analytics. Preference given to candidates with experience in financial management, accounting or bookkeeping, federal, state, local or institutional grants management, lending, banking, underwriting or servicing loans, economic or community development, proficiency in PeopleSoft or other financial management systems.

Salary Range: \$4,619-\$6,928/month

Application Deadline: November 24, 2025

Apply online at www.kcmo.gov/jobs. EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.