FINANCIAL/GRANTS MANAGER
Gr. 8

Job Summary
To coordinate and supervise financial and administrative operations and functions of the Center, with primary areas of responsibility including accounting, financial reporting, purchasing, budget management, administrative/financial data processing systems, and facilities/ equipment. To coordinate and carry out specialized grants management functions.

Duties and Responsibilities

• Plan, implement, administer, coordinate, monitor and evaluate the specific activities of all assigned financial and administrative functions. Develop and modify policies/procedures/systems in accordance with organizational needs and objectives, as well as government regulations.
• Supervise one office staff member. Interview and advise on hiring. Train new employees. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs.
• Monitor all delegated grants management, accounting, budget management, and other business office functions regularly, dealing with a variety of problems that arise on a daily basis. Review and approve major or unusual transactions, key internal and external reports, and the like.
• Coordinate and carry out specialized grants management functions:
  • coordinate the preparation and submission of federal grants applications, including budget preparation, completion of certifications, compiling of all materials, ensuring compliance with all requirements, communicating with federal grants officials regarding questions or problems;
  • coordinate awarding of grants to subgrantees, including sending out application packages, screening budgets and negotiating required changes with applicants, routing to peer review panels and Board for approval, issuance of award notices, forms and reporting instructions;
  • monitor subgrantee reporting and issue payments: verify quarterly financial reports, prepare summary spreadsheets, authorize payments, verify issuance of checks;
  • compile subgrantee financial data into composite reports to federal granting agencies;
  • initiate the draw of federal funds
• Oversee and coordinate Center budget management functions:
  • play a key leadership role in coordinating the annual budget development process;
  • advise the Executive Director on budget management strategies;
  • present budget drafts for Board and legislative review, and participate in legislative
hearings;
• monitor budget to actual expenditures, producing regular and special budget reports, performing various budget analyses, calculating budget adjustments caused by revised projections, and the like.
• Supervise, coordinate and perform a full range of professional accounting duties associated with all Center accounting and financial reporting functions, including specialized fiscal grants management tasks in all areas:
  • ensure compliance with all applicable state and federal accounting and financial reporting requirements;
  • supervise and assist as needed with daily accounting operations, including cash receipts, disbursements and accruals, and the like, operating within State accounting system;
  • perform various cash management functions, including cash flow projections, investment, draw down of federal grant funds, and so forth;
  • prepare a variety of regular and special internal accounting/financial statements and reports for staff, the Executive Director and the Board.
• Oversee/carry out the negotiation and procurement of goods and services. Analyze, solicit and/or review competitive bids to maximize cost savings.
• Perform comparative cost analyses for new versus existing practices.
• Coordinate and carry out administration of the Cafeteria Plan and 457 Retirement Plan.
• Confer regularly with the Executive Director and other Center staff to plan, coordinate and evaluate activities/projects/systems/policies, exchange information, investigate and resolve problems, provide technical advice and assistance, and so forth. As a member of the Center's senior staff, participate in overall evaluation efforts. Attend Board meetings.
• Serve as business/financial liaison with federal funding and regulatory agencies, state agencies, subgrantees, financial institutions, vendors, consultants, and others outside the Center regarding Center financial and business matters.

Supervision Exercised
Partial functional and administrative supervision of one staff member.

Supervision Received
Direction is received from the Executive Director.

Qualifications
• Bachelor's degree in business, finance or other appropriate discipline with CPA or MBA preferred, plus four to five years of relevant financial and grants management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
• Good understanding of non profit business operations and federal/state grant and contract funding mechanisms.
• Broad base of relevant technical knowledge and skills related to accounting and financial management systems, with some fund accounting/non profit experience desirable.
• Strong planning, administrative, organizational, personnel and budget management skills.
• Ability to deal effectively with and represent the Center to a wide range of state and federal agencies, subgrantees, financial institutions, vendors, consultants, and others, including good
basic negotiating skills. Ability to work effectively with other Center staff, Board members, and affiliated organizations.

Position is not a state employee. EOE. Application deadline: May 30, 2012. Please send cover letter and resume to: mmeyer@ccvs.state.vt.us

This outline illustrates the type of work that characterizes the Job Classification. It is not an all-encompassing statement of the specific duties and responsibilities of, and qualifications for, the individual positions assigned to the Classification.