



Fiscal Compliance Monitor

Reports to Director of Accountability and/or designated supervisor

Job Summary:

Under the general direction of the Director of Accountability or designated supervisor, performs monitoring reviews of assigned service providers to determine financial compliance. Conducts entrance/exit conferences with providers/agencies to gain insight or provide draft findings. Provides corrective action letters to assist in resolving findings of discrepancies. Performs complex financial audits of subcontractors to verify all relevant financial transactions to ensure accordance with federal, state, and local laws and ordinances. Assists Director of Accountability or designee with any duties as assigned. Monitors programs' contractual activities and provides technical assistance to sub-recipients as needed.

Key Responsibilities and Duties:

Performs site reviews of assigned sub-grant recipients; prepares written drafts and final reports of findings describing fiscal operations and services, including statistical data analysis; identifies major strengths and weaknesses based on the review, recommends actions for change and/or enhancement, including the development of corrective actions plans; reviews and approves reports prior to distribution and reviews remediation efforts;

Prepares full and comprehensive written audits and other reports for each assignment and keeps the Director of Accountability informed of all irregular audits or other financial operations;

Utilizes appropriate financial software systems to access and manipulate financial data;

Reviews interprets and analyzes fiscal reports from grant recipients throughout The Partnership's service areas;

Conducts entrance and exit conferences with each grant recipient to gain insight on the program/grant and discloses findings or recommendations;

Works independently and meets deadlines;

Performs continuous verifications of fiscal compliance activities of a business, government, universities, and community contract awardees throughout Cook County and the City of Chicago; develops and makes recommendations to the Director of Accountability and The Partnership's program and financial staff as to improved methods to ensure contract compliance;

May conduct complex financial audits of sub-grantees to verify all financial transactions to ensure

compliance with federal, state, and local laws and ordinances regulating government-funded workforce development programs;

Analyze and documents all relevant observations which both compliment and question the efficiency of grant spending and project development under the assigned grants;

Conducts interviews of internal program staff and external project development personnel to ensure the coordination of information and data, which optimizes the interpretation and implementation of fiscal expenditures relative to grant awards;

Monitors policies and procedures for analyzing and evaluating entities receiving fiscal awards to ensure strict compliance and adherence to awarded departmental contracts;

Conducts all necessary follow-ups on internal and external sub-grantee findings after the initial audit;

Serves as liaison to other divisions and units regarding quality assurance issues. Assimilates, analyzes, and integrates results of previous and/or current audits, studies, reports, contracts, and statistical data to support agency initiatives; liaisons with other Partnership staff for the review, revision, and/or approval of rules and procedures affecting agency policies.

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree, preferably in Accounting, Management, or a related field; significant experience in compliance oversight OR, a minimum of five (5) years of full-time work experience in fiscal management and/or auditing and fiscal monitoring in the field of Employment Training and Program Development OR equivalent combination of professional work experience, training and education; and
- Two (2) years of professional experience in administering grant-funded public programs; and
- Ability to travel throughout the region, state, and nationally, if necessary.

Knowledge, Skills, Abilities, and Other Characteristics:

The ability to work in a racially diverse environment in which working towards racial equity in workforce, economic development, or social service sectors is key.

Thorough knowledge of Workforce Innovation and Opportunity Act (WIOA) rules and regulations and regular review of all financial records to ensure compliance with all applicable federal, state, and local acts, laws, ordinances, rules, and regulations.

Strong knowledge of generally accepted accounting principles and auditing standards.

Thorough knowledge of Federal Grant Accounting practices and procedures specifically pursuant to WIOA and non-WIOA programs.

Knowledge of basic GAAP: Generally Accepted Accounting principles and procedures.

Knowledge and ability to provide guidance and advice to community groups and organizations regarding

contracts provided through federal, state, or local governmental funds.

Strong communication skills, both verbal and written form.

Good organization and interpersonal skills.

Ability to provide technical assistance to service providers and/or employers.

Ability to objectively, professionally, and tactfully interact with sub-grantees in resolving difficult fiscal issues.

Ability to review and interpret contracts for governmental funds.

Ability to review programs, use monitoring tools, and define and describe strengths and weaknesses of programs.

Ability to develop and recommend actions for change and/or enhancement, including the development of corrective actions, plans to ensure contract compliance.

Ability to conduct entrance and exit conferences with programs/agencies in an effort to gain insight or to provide draft findings.

Ability to develop, review and approve reports prior to distribution and review remediation efforts.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

Ability to conduct interviews of staff and project development personnel to ensure the coordination of information and data.

Working knowledge of applicable software programs, such as; Microsoft Word, Excel, Great Plains, or similar software.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.