

# Fiscal Grants Director

Reports to Controller

**Job Summary:**

Under the general direction of the Controller, The Fiscal Grants Director provides critical planning and coordination of grant administration strategies over grant accounting and financial reporting. Develops, recommends, and implements accounting policies and procedures to support Federal and State grant programs and other grants. Provides fiscal oversight of grants and contracts related to the Chicago Cook Workforce Partnership (The Partnership) and its subrecipient delegate agencies. This role is responsible for ensuring the appropriate use of funds, and accurate reporting of all financial transactions and oversees all fiscal activities and transactions related to subcontractors to ensure compliance with federal, state, and local laws, rules, regulations, and ordinances. Accountable for providing leadership for interdepartmental activities regarding the administration of grant accounting, financial reporting and compliance audits. The Director also supervises a team of accounts and ensures the provision of technical assistance to sub-recipients as needed.

**Key Responsibilities and Duties:**

Responsible for the management of all federal, state and local grants, program-related private/foundation grants;

Works with accountants to meet all external and internal grant deadline reporting for Federal, State, and other grants;

Ability to implement systems for monitoring, reporting, and closing out grant opportunities;

Reviews financial transactions and approves expenditures to ensure they are allowable and within budget and costs category allocations;

Serves as the primary fiscal contact for funders; understands specific grant requirements; ensures compliance with contract terms, conditions, and assurances; and, in collaboration with assigned program managers, ensures all financial reporting requirements are met;

Assists in assessing the feasibility of prospective grants or applications under consideration;

Utilizes appropriate financial software systems to ensure proper recordation of expenditures across all grants and contracts;

Reviews, interprets, and analyzes fiscal reports from grant recipients throughout The Partnership’s network of delegate agencies;

Coordinates budgeting process from creation to close out for all contracts, including those of delegates/sub-recipients regardless of funding source;

Develops and makes recommendations to the Controller and The Partnership’s program and financial staff regarding methods for ensuring sub-recipient contract compliance. Assesses, creates, and implements policies and procedures for analysis and evaluation of entities receiving fiscal awards to ensure strict contract compliance;

May collaborate on complex financial audits of sub-grantees to verify all financial transactions and ensure compliance with federal, state, and local laws and ordinances regulating government-funded workforce development programs;

Coordinates with fiscal and program staff to ensure transactions are correctly recorded and agree to the grant/contract agreement while also ensuring financial activities adhere to deliverable deadlines;

In collaboration with fiscal monitors, conducts all necessary follow-ups on internal and external sub-grantee findings following audits;

Serves as audit liaison for the Single Audit. The audit liaison communicates all requests to the department and ensures a timely response to the auditor to ensure the completion of the Single audit in a timely manner. May assist in the strategic development of management responses as well as disclosures.

Follows up on corrective actions on all control deficiencies and findings related to the Single Audit or other regulatory compliance attestation related to Federal, State, or other grants.

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

Works independently and meets deadlines;

Coordinates site visits and training with agencies, as needed;

Performs job functions in accordance with The Partnership’s core values;

Assists Controller or designee with any duties as assigned;

Performs other responsibilities as assigned.

**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 minimum of five (5) years of full-time work experience in fiscal grants management, which includes analysis, and review of budgetary, expenditure, revenue and other financial related activity in combination with operating a grant management financial system **OR** equivalent combination of professional work experience, training and education; and
* Strong knowledge of generally accepted accounting principles (GAAP) and grants management procedures; and
* Five (5) years of professional experience in administering grant-funded public programs; and
* Must be able to demonstrate pattern of successful grant operational processes; and
* Ability to travel throughout the region, state, and nationally, if necessary.

**Knowledge, Skills, Abilities, and Other Characteristics:**

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

Demonstrated record of success in grant management.

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, management, and regulations.

Thorough knowledge of Federal Grant Accounting practices and procedures, specifically under WIOA and other state, local, and federal programs.

Knowledge and ability to provide guidance and advice to The Partnership’s delegate agency network comprised of community-based organizations, non-and for-profit companies regarding contracts provided by The Partnership through federal, state, or local governmental or philanthropic funds.

Strong verbal and written communication skills.

Strong interpersonal skills.

Ability to provide technical assistance to delegate agencies 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, use assessment tools, and define and describe strengths and weaknesses of existing and prospective delegates’ fiscal plans, budgets, and capacity to manage programs.

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

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

Ability to prescribe, manage and review remediation efforts.

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

Ability to collaborate with fiscal and program management staff to ensure the coordination of program and delegate agency data and overall performance.

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

Manages a team of accountants from a strengths-based coaching, training, and continuous improvement model. Promotes, supports, and encourages staff’s professional development. Establishes annual goals and objectives and determines staffing needs to achieve the same.

Performs administrative functions, including assigning work, approving time off, providing guidance and training, giving verbal and written reprimands when necessary, recommending grievance resolutions, and completing performance evaluations. Where necessary, counsels staff on issues of productivity, quality of work, and conduct.

**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.**