



Finance Compliance Monitor

Job Summary:

Under general direction of the Manager of Financial Compliance, the Finance Compliance Monitor will ensure compliance requirements are met through finance monitoring reviews of an assigned portfolio of subrecipients in determining financial compliance with grant requirements and regulations.

Responsibilities:

- Monitor subrecipients, ensure contract compliance and fiscal effectiveness, and adherence to Workforce Innovation and Opportunity Act (WIOA) regulations and/or other funding source regulations.
- Monitor and assess subrecipient's accounting practices and procedures, fiscal control and accounting of all funds, property, and other assets.
- Observe, collect, analyze data from each finance monitoring review activity on non-compliance areas.
- Follow established procedures to monitor compliance with federal grants requirements and Uniform Guidance requirements.
- Facilitate entrance and exit interviews with subrecipient staff.
- Prepare full and comprehensive written audits and reports for each assignment in a timely manner, to include summary information pertaining to observations, findings, and recommendations resulting from finance monitoring reviews including statistical data analysis and identifying subrecipient financial strengths and weaknesses.
- Complete financial risk assessments on sub-recipients.
- Develop delegate agency corrective action plans as needed.
- Provide technical assistance and guidance to delegate agencies as appropriate.
- Participate in Request for Proposal review to assess respondents' budget and fiscal health.
- Assist in the development of monitoring tools and procedures to improve overall efficiency and accuracy.
- Assist in the provision of technical assistance webinars and other learning opportunities.
- Keep the Manager of Financial Compliance informed of all activities, including irregular audits, or other financial operations.
- Perform all related duties and responsibilities as assigned.



Required Skills:

- Strong knowledge of government contracting Federal Uniform Guidance procedures and requirements.
- Strong knowledge of Generally Accepted Accounting Principles (GAP), Grant Accountability and Transparency Act (GATA) and general auditing standards.
- Familiarity with the Workforce Innovation and Opportunity Act (WIOA) rules and regulations.
- Strong analytical abilities, oral and written communication skills including speaking, presenting, and listening, initiative, as well as excellent time management skills.
- Ability to work under pressure, use independent judgment, obtain quality results.
- Have excellent project management and time management skills.
- Ability to objectively, professionally, and tactfully interact with subrecipients in resolving complex financial issues.
- Demonstrates proficiency with Microsoft Office including Word, Excel, PowerPoint, Outlook, Teams.
- Demonstrable ability to gather, organize and analyze information; to develop solutions to problems; to develop and evaluate procedures; must be able to conduct research, and to work confidentially.
- Ability to work in a team-oriented environment, multi-task, and be a self-starter.

Education and Experience:

- 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 finance management; OR auditing and finance 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.
- Ability to travel throughout the region, state, and nationally, if necessary.

Physical Requirements:

- Frequently required to stand, walk, and sit.
- Frequently required to utilize hand and finger dexterity using a keyboard.
- Frequently required to talk or hear.
- Occasionally required to lift/push/carry items up to 25 pounds.