

Acclivus - Grants & Contracts Manager - Job Description

Grants and Contracts Manager

Job Summary

The Grants and Contracts Manager will report to the Chief Operating Officer and will perform a variety of general administrative duties involved in assuring compliance with applicable policies, procedures, rules, and regulations of Acclivus, Inc., the sponsoring agency, and applicable state and federal requirements. Incumbent maintains an on-going liaison between subcontractors and staff to provide technical expertise, information, training, and problem resolution for grant and/or contract related activities.

Essential duties

1. Analyze budget data, reconcile reports, detect deficient controls or noncompliant activities, noting apparent errors or inconsistencies. Ensures accuracy and seeks out any discrepancies in procedures and makes recommendations to ensure compliance with funding guidelines.
2. Utilize sponsor guidelines to serve as a resource ensuring subcontractors understand allowable expenses and purchases, as well as, their management roles and responsibilities with regard to grant management and compliance and provide guidance, technical assistance, and support towards achieving optimal performance through one-on-one or group training sessions.
3. Evaluate accounting data to resolve transactions, monitor fund balances, provide information, and ensure the adherence to program regulations, proper management of funds, compliance with documentation requirements, and preparedness for audits and reviews by funding or government agencies utilizing internal systems.
4. Assist with progress reports, utilizing sponsor and internal systems to obtain budgetary information for various planning documents for the agency to ensure compliance with all guidelines.
5. Maintain files on budget request documents, develop and maintain internal filing systems. Manage, prioritize and handle incoming documents, contracts, correspondence, and requests for signature.
6. Under direction of COO, serve as liaison with subcontracting community partner organizations to set up grant subcontracts, and monitor sub awardee budgets and invoicing.
7. Assist with pre-award tasks and proposal preparation, as needed, particularly during key deadlines.
8. Additional duties, as assigned, to meet agency needs, when funding policies change, or workloads increase.
9. Oversee Grants and Contract Specialists who assist in the administration of grants, contracts, and subcontracts post-award activities funded by sponsoring agencies. Supports paperwork for periodic audits, monthly invoices, and quarterly reports.
10. Prioritize and set deadlines for the submission of grants and reports.

Acclivus - Grants & Contracts Manager - Job Description

Job Requirements

Education and experience

- Bachelor degree in Finance, Budgeting, Accounting, or related field.
- Knowledge and skills developed through 1-2 years of work experience in a related job discipline, preferred.

SKILLS & COMPETENCIES:

- Proficiency in Excel and Microsoft Word or related software, willingness to learn new applications and systems, as needed.
- Ability to communicate effectively both orally and in writing with funding agencies, subcontractors, staff, and other stakeholders.
- Ability to work independently or as part of a team to complete work on schedule.
- Ability to develop and maintain cooperative working relationships with various community partners, staff, funders, stakeholders, and others.
- Basic understanding of accounting and budgeting principles and practices, generally accepted accounting principles, and generally accepted auditing standards, preferred.
- Experience with nonprofit agencies and grant administration procedures preferred.
- Working knowledge of funding agency regulations, policies, procedures, and regulations applicable to the administration of grants and contracts, preferred.

Salary \$80,500 annually



