



Acclivus, Inc. is an intentional social network to serve vulnerable individuals, primarily those from communities who are disproportionately impacted by compounding barriers to health and success, by providing leveraging capital and coping capital to assist network members with personal and professional growth, and overcome common social challenges including but not limited to poverty, criminal backgrounds, or limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, the Acclivus organization aims to develop programs and advocate for social policy reforms that will decrease incarceration, enhance educational opportunities,

employment, and self-employment opportunities for network participants. **Our mission:** To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy. **Our vision:** To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Job Description

Position: Grant Compliance Monitor

Summary: The Grant Compliance Monitor will report to the Finance and Compliance Administrator 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.

Duties & Responsibilities:

- 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. 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.
- 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.
- 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.
- 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.

- Maintain files on budget request documents, develop and maintain internal filing systems.
- Manage, prioritize and handle incoming documents, contracts, correspondence, and requests for signature.
- Under direction of Finance and Compliance Director, serve as liaison with subcontracting community partner organizations to set up grant subcontracts, and monitor subaward budgets and invoicing.
- Assist with pre award tasks and proposal preparation, as needed, particularly during key deadlines. Additional duties, as assigned, to meet agency needs, when funding policies change, or workloads increase.

Qualifications:

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

Requirements:

- 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 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: \$69,000 Annual Salary

Benefits: Comprehensive, competitive benefits package includes: Health insurance; 401(k); Paid time off; Vision insurance; Dental insurance; Life insurance; Paid holidays