

ILLINOIS COALITION AGAINST SEXUAL ASSAULT

SPRINGFIELD, ILLINOIS

Position Description for: Grants Manager - Fiscal

- I. Title: **Grants Manager - Fiscal**
- II. Reports to: Grants Director
- III. Purpose: Monitor the fiscal recordkeeping and management of ICASA member centers. Provide technical assistance to new and developing ICASA centers in the areas of accounting, budgeting, and fiscal management.
- IV. Classification: Exempt

PERFORMANCE RESPONSIBILITIES

1. Conduct fiscal on-site visits to ICASA grantees to monitor fiscal compliance with ICASA, state, federal and other requirements. Prepare all follow-up reports to each center receiving a site visit.
2. Provide technical assistance to ICASA centers in the areas of accounting, budgeting, and fiscal management, as well as state or federally required fiscal and tax related reporting.
3. Stay abreast of Government Accountability and Transparency Act (GATA), Office of Management and Budget's (*OMB*) Uniform Administrative Requirements and other applicable guidance as it relates to subgrantees.
4. Staff Contracts Review Committee meetings. Provide information to the Committee for their evaluation of grantees' compliance with ICASA contracts as well as with relevant state and federal laws. Follow-up on Committee recommendations and decisions.
5. Provide instruction on completing applications for funding at any ICASA technical assistance workshop for funding. Provide assistance to applicants throughout the application process in completion of the budget section of the application.
6. Read and evaluate all funding applications submitted by ICASA grantees. Prepare summaries of applications for Contracts Review Committee.
7. Staff the annual funding application and allocation process conducted by the Contracts Review Committee. Prepare information for the Committee and the Fiscal Director regarding funds available for allocation, including new funds, unspent funds, and unallocated funds. Suggest subcontracts allocation strategies to Contracts Review Committee.
8. In accordance with ICASA's Policies and Procedures, review and approve grantees' final fiscal year budgets and budget revisions.

- 9. Prepare and monitor all funding contracts with grantees.
- 10. Review grantees’ monthly reimbursement reports for compliance and allowability of costs incurred.
- 11. Review audit reports submitted by grantees. Follow up with any center, whose audit report identifies any non-compliance and provide a report to Contracts Review Committee.
- 12. Prepare funding reports, spreadsheets/charts and other materials as needed for ICASA’s funders, legislative education, grant proposals or other purposes.
- 13. Perform other duties as may be necessary or assigned by the Grants Director or Executive Director.
- 14. Adhere to the philosophy and policies of the Illinois Coalition Against Sexual Assault.

QUALIFICATIONS

Education: Bachelor's Degree with emphasis in Business Administration, Public Administration, Finance, or Accounting or equivalent experience in fiscal matters

Experience: Minimum of three years experience as a bookkeeper, or least one year’s experience in budgeting, fiscal management, or auditing; and at least one year’s experience of accounting with computer software (including Microsoft Excel).

Job Knowledge: Ability to monitor accounting and fiscal management of all member centers. Excellent writing skills and oral communication skills in order to provide training and technical assistance to centers in the areas of accounting, budgeting, and fiscal management. Proficiency in Microsoft Excel, time management skills, high level of accuracy and attention to details are essential. Be familiar with sexual assault issues from a feminist perspective.

Other Requirements: Ability to travel; have own means of transportation. Overnight travel required.

I have read and understand the above qualifications.

Grants Manager – Fiscal

Date

Executive Director

Date