

Financial Assistance Unit Grant Manager

Salary range: \$77,999 to \$83,199

The National HIDTA Assistance Center is looking for a highly motivated Financial Assistance Unit Grant Manager. Under the general direction of the NHAC Director, the Financial Assistance Unit Grant Manager performs advanced desk auditing of all High Intensity Drug Trafficking Areas (HIDTA) state and local grants. The Manager is responsible, through his/her assigned staff, for all functions related to the efficient and effective operations dedicated to the review, reporting, release and archiving of documentation for all grant funds awarded to non-federal entities by the awarding agency, Office of National Drug Control Policy (ONDCP).

Requirements: A Bachelor's degree in accounting or finance from an accredited college or university; a master's degree in a related field is preferred. Minimum of five years' experience in financial administration and accounting with supervisory level experience. Governmental accounting experience is preferred. This position requires occasional travel. Extensive understanding of federal, state and local guidelines, applicable laws, regulations, policies and procedures are also required.

This is a Monroe County Sheriff's Office Position therefore; candidate must be able to pass all aspects of the Sheriff's hiring requirements including an extensive background investigation Send resume to Jackie Serra at jxserra@nhac.org.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Monroe County Sheriff's Office does not discriminate based on race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

06/06/2018-DAM

See Full Announcement below

Financial Assistance Unit Grant Manager**Salary range: \$77,999 to \$83,199**

This is a responsible professional staff position reporting to the NHAC Director. The Financial Assistance Unit Grant Manager leads and manages a significant support unit with national responsibilities and has direct supervisory responsibilities for the performance and accomplishments of assigned Financial Assistance Unit personnel.

Under the general direction of the NHAC Director, the Financial Assistance Unit Grant Manager performs advanced auditing of all HIDTA state and local grants. The Manager is responsible, through his/her assigned staff, for all functions related to the efficient and effective operations dedicated to the review, reporting, release and archiving of documentation for all grant funds awarded to non-federal entities by the awarding agency, Office of National Drug Control Policy (ONDCP).

The Financial Assistance Unit Grant Manager has significant contact with potential service providers, the ONDCP Financial Manager, HIDTA Directors and HIDTA management staffs; financial managers at the state, county and municipal levels, HIDTA participating federal, state and local law enforcement agencies; and the Monroe County Sheriff's Office.

The manner, in which the financial management function performs, has the potential to influence the reputation of the NHAC, the HIDTA program and ONDCP.

DUTIES:**General**

- Assures the professional accounting and auditing on all HIDTA state and local grants through his/her assigned staff
- Responsible for the efficient and effective operations and development of the NHAC's Financial Assistance Unit
- Demonstrates in the performance of his/her duties a conceptual and technical understanding of the fiscal process in the context of HIDTA's multiagency environment
- Develops sound fiscal accounting and audit procedures in compliance with OMB and ONDCP financial and administrative guidelines and procurement regulations of funded agencies
- Maintains sound record-keeping practices
- Addresses fiscal concerns of the grant recipients in a timely and effective manner.
- Performs completed staff work in an accurate and timely manner
- Demonstrates an understanding and responsiveness to the financial needs of all HIDTA funded agencies

- Conducts all financial and related procurement activities in a manner that supports and is responsive to the achievement of operational outcomes, that engenders trust and that is legally, professionally and ethically beyond reproach
- Works closely with the NHAC Director, the ONDCP Financial Manager and all HIDTA Directors, to ensure that fiscal actions are consistent with HIDTA agency agreements and in compliance with all applicable laws and regulations

DUTIES:

Specific

Specific duties for which the Financial Assistance Unit Grant Manager is responsible include, but are not limited to the following:

- Plans, organizes, supervises and evaluates a staff engaged in the accounting for all state and local grants
- Determines, analyzes and evaluates accounting controls and procedures
- Implements internal accounting controls
- Directs and contributes to the preparation of financial statements by compiling and analyzing data
- Makes a recommendation on hiring, discipline, and promotion of subordinates in the Financial Assistance Unit and reviews and rates employee performance
- Ensures that all systems developed and maintained by the Financial Assistance Unit, and all actions taken by the Financial Assistance Unit, are in compliance with all federal and state laws, county and local ordinances; all applicable rules, regulations and policies; and the highest professional standards
- In consultation with the NHAC Director, develops and implements strategic plans for the identification and achievement of mid- and long-term financial outcomes
- Assesses and analyzes financial information needs of HIDTA Directors and HIDTA funded initiatives
- Ensures that the Financial Assistance Unit equitably serves all HIDTAs
- Develops potential methods that HIDTA Directors may utilize for evaluating the relative cost effectiveness of various funded initiatives within their operations
- Provides financial analytical support to HIDTA state and local programs
- Prepares a variety of reports for the NHAC and all HIDTAs, detailing the status of funds
- Prepares monthly and annual statistical and narrative reports

ADDITIONAL DUTIES:

- Provides on-site, hands-on assistance to HIDTAs, as requested

- Conducts financial-related meetings, as necessary
- Ensures quality control and continuous updating of pass-back documents.
- Provides continuous updates to the NHAC Director on:
 - Financial Assistance unit accomplishments and operational costs
 - HIDTA fiscal information and disbursement processing reports
 - Areas of potential financial concern to the HIDTA program
 - Other matters as the situation may dictate
- Performs other duties, as may be required by the NHAC Director

EDUCATION/EXPERIENCE:

Bachelor's degree in accounting or finance from an accredited university; a master's degree is preferred

Minimum of five years' experience in financial administration and accounting at the supervisory level with experience in governmental accounting preferred

OTHER REQUIREMENTS:

Financial Manager must be, or have:

- Knowledge of principles and practices of government accounting
- Knowledge of applicable federal statutes, guidelines, regulations, policies and procedures governing grant awards, accounting for expenditures, and disbursement of funds
- Ability to apply professional accounting principles, financial reporting standards, knowledge and skills, for the maintenance and preparation of fiscal and accounting records reports and financial statements
- Knowledge of modern business office practices and procedures computerized accounting systems, equipment, and standard office techniques as applied to the maintenance of governmental accounting systems involving a large number of transactions
- Self-motivated, highly responsible, dependable and the demonstrated ability to exercise sound judgment in a variety of situation.
- A demonstrated ability to work well with others and to establish and maintain professional relationships with the potential of contributing to the growth and development of a professional financial system
- Excellent verbal and written communications skills
- Knowledge of general administrative procedures and techniques

- Ability to organize and prioritize work
- Familiarity with automated office equipment

SUPERVISORY CONTROLS:

This position is responsible for the management of the Financial Assistance Unit, including the totality of its human and material resources.

PHYSICAL DEMANDS:

The position requires extensive sitting at a computer workstation.

WORK ENVIRONMENT:

The work requires no risks or discomforts and is typically performed in an office setting.

Higher step and grade progression requires demonstrated leadership and development of the NHAC's Financial Assistance Unit, increased ability to demonstrate fiscal outcomes, to work independently, delegate effectively, and to effectively identify, analyze and meet the fiscal servicing needs of all HIDTAs.

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