

Statewide Grants Administrator Position Opening

The Department of Finance & Management has an opening for a Statewide Grants Administrator position.

If you would like to know more about the position, please contact John Becker at john.becker@vermont.gov or 802-828-0678.

If interested, please apply through the VT's Human Resources website:

<https://humanresources.vermont.gov/careers>

Title: Statewide Grants Administrator
Application Deadline: 02/16/2021
Req ID: 11927
Department: Finance & Management
Location: Montpelier
Position Type: Permanent
Pay Grade: 30
Schedule Type: Full Time

Job Description

Statewide Grants Administrator

Job Code: 013300

Pay Plan: Classified

Pay Grade: 30

Occupational Category: Non-Management

Effective Date: 6/6/2019

Class Definition:

Managerial, technical and consultative work involving state and federal grant administration and financial reporting for the Department of Finance and Management. The incumbent serves as

a subject matter expert in the area of federal grants management at the State level and acts as a resource to departments and external grant recipients on state and federal grant compliance requirements. The position is responsible for the completion of the Statewide Cost Allocation Plan (SWCAP), the Cash Management Improvement Act (CMIA) Treasury-State Agreement and Annual Report, and the Schedule of Expenditure of Federal Awards (SEFA). The position is responsible for Subrecipient Monitoring at a statewide level and oversees the VISION Grant Tracking module. This position is responsible for creating or updating statewide financial policies as needed. This position prepares a variety of statewide financial reports which are submitted to federal agencies and/or published on the Vermont Data Portal. This position takes a lead role in managing the Single Audit process for the Department of Finance and Management. This position will have extensive interaction with Federal, State and Municipal officials and organizations, and external auditors. This position will develop and maintain VISION queries and reports. Work is performed under the general direction of the Director of Statewide Reporting.

Examples of Work:

Prepare the Schedule of Expenditure of Federal Awards (SEFA), annual Treasury-State Cash Management Agreement, and Statewide Cost Allocation Plan. Create or update statewide financial policies. Develop VISION queries and reports. Use VISION Grant Tracking module for Subrecipient Monitoring. Prepare quarterly and annual financial reports for the U.S. Census Bureau. Prepare quarterly statewide payments reports and annual grants report. Prepare footnotes or schedules for the Comprehensive Annual Financial Report (CAFR). Communicate effectively with all level of State government personnel, external auditors, and other Federal or Municipal government officials. Perform related duties as required.

Environmental Factors:

Duties are performed in a standard professional office setting. Work outside of normal duty hours may be necessary during periods of heavy workload. Testimony before legislative committees may be required.

Knowledge, Skills and Abilities:

Thorough knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance").

Thorough knowledge of the requirements of the Cash Management Improvement Act.

Thorough knowledge of accounting principles and practices, with particular emphasis upon generally accepted governmental accounting principles (i.e. GAAP).

Thorough knowledge of grants administration and management practices, including Agency of Administration Bulletin 5.

Thorough knowledge of single audit requirements.

Ability to correctly interpret and apply complex laws and regulations to program situations.

Ability to prepare a variety of complex financial reports and documents.

Considerable knowledge of budget procedures and fiscal affair management practices.

Considerable knowledge of governmental accounting and appropriation management.

Experience with integrated accounting system, PeopleSoft preferred.

Considerable experience with the use of Microsoft Office programs.

Ability to communicate effectively, both orally and in writing.

Ability to plan and execute difficult financial management analysis and to devise solutions to complex problems.

Working knowledge of VISION processing.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Bachelor's degree and six or more years professional level experience in governmental accounting, auditing or financial management.

Associate degree and eight years or more of professional level experience in governmental accounting, auditing, or financial management.

Note: A Master's degree in business or public administration or a Certified Public Accountant license may be substituted for two years of the experience

Preferred Qualifications:

Special Requirements:

n/a