

Community Action Partnership

Job Description

Job Title:	Program Associate for Supportive Services for Veteran Families (SSVF)
Reports To:	SSVF Project Director
FLSA Status:	Exempt
Date:	July 2016

SUMMARY

Under the immediate supervision of the SSVF Project Director, the Program Associate is responsible for assisting the SSVF Project Director in coordinating and evaluating the SSVF Sub-grantees' grants management processes, procedures and reimbursements. The Program Associate will focus a large amount of work efforts on monthly reviews of invoices submitted by the Sub-grantees and monitoring visits conducted at the Subs' offices. As such the Program Associate must be thoroughly knowledgeable in all aspects for standard financial operating practices and procedures. Salary is \$45,000-\$50,000 per year. This is a full time positions requiring 40 hours per week. Send cover letter outlining experience and interest in the position to jobs@communityactionpartnership.com noting "SSVF Program Associate" in the subject line. No calls please.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Specific responsibilities include coordination of reimbursement processes for sub-grantees and grant financials.

Review Monthly Invoices for Accounting Propriety and Compliance with VA SSVF program guidelines

- Examine and recapitulate the detailed and summary invoices and supporting documentation submitted by Sub-grantees on a monthly basis.
- Ensure that operating expense items (Administrative cost and Services) billed to the grant are properly supported by invoices and the charges agree to the Sub-grantees' general ledgers as well as OMB Guidelines.
- Examine and recapitulate the salaries, benefits and related items for personnel assigned to the grant by the Sub-grantees.
- Review the Temporary Financial Assistance payments made on behalf of veteran families and the documentation for compliance with VA SSVF program guidelines.
- Assist in preparation of financial data and statements supporting VA SSVF expenditures.

Budgeting

- Assist in the preparation and uploading the annual grant VA SSVF budget.
- Assist in preparing and uploading updates and changes to the grant VA SSVF budget.

Grants

- Coordinate with the Controller and SSVF Project Director on payables, budgets, financial statements, and other financial data; Assist in making revisions to reimbursement documentation to ensure that all charges are adequately accounted for and properly documented.
- Assist in managing draw-downs of grant monies from government funders, including periodic VA SSVF reports.
- Coordinate with Sub-grantees and VA auditors on indirect cost rates charged to SSVF grants.
- Conduct regular subcontractor records reviews, both electronically and on-site, to ensure best practices and compliance; further ensure that subcontractor expenses submitted for payment are allowable under all applicable Federal regulations.
- Ensure that all data collected is received and maintained in a confidential manner.

Audit

- Assist auditors on a periodic basis by preparing requested analyses and spreadsheets and providing verbal and written information during the fieldwork portion of the audit.
- Interact with the auditors on other relevant items, such as the indirect costs charged to grants.

Other Duties and Responsibilities

- Performs all other duties as assigned by the Controller and SSVF Project Director

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Expert knowledge of the principles of financial management and accounting.
- Knowledge of federal and state regulations governing grants administration and fund accounting.
- Ability to manage fund accounting and ledgers in an automated system.
- Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Excellent oral, written, and group communication skills.
- Demonstrated experience in:
 - Internal operation of accounting and finance.
 - Budgeting, forecasting, and financial reporting for associations and nonprofits.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, ethnic groups, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.

Minimum five (3) years of experience in a financial management role for nonprofits or associations.

Minimum four-year Bachelor of Arts or Sciences degree in finance, accounting, economics, business information systems, or a related technical field of study.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.