

POSITION TITLE:Contract and Grant Specialist**CLASSIFICATION:**Full-time**DEPARTMENT:**Finance**SUPERVISOR:**Fiscal Officer**GRADE:**E4

Position Summary: Under general supervision of Fiscal Officer, monitors the financial and budget activities of all program contracts and grants through the maintenance and control of financial records. Prepares and monitors program budgets for grants, contracts and other types of sponsored accounts, assisting with reports relating to project activities, and tracking revenues and expenditures for all such accounts. Performs accounting functions in the maintenance of the ledger and book of accounts, in accordance with established general principles and practices of accounting. Maintains confidentially of privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not allinclusive.

Essential Duties and Responsibilities:

- Assists all FSIP programs in preparing contract and grant applications including the development of funded partnerships and subcontracts; prepares corresponding budgets.
- Reviews monthly and annual accounting of all program accounts with Program Managers, Administrators and Directors or their designees.
- Provides guidance, technical assistance, and training to internal staff and external recipients of contract and grant funds to ensure that proper financial accountability systems are developed and implemented.
- Prepares and maintains schedules of funding agency reports and deadlines. Ensures reports are accurate, complete and in compliance with FSIP and funder requirements.
- Monitors and maintains key accounting information for FSIP within the finance system.
- Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses; makes recommendations for asset utilization and expenditure control.
- Reviews, analyzes and audits payables, receivables, payroll, inventory, and purchasing department financial records and transactions; ensures data flows accurately to general ledger.
- Balances and maintains ledgers for the financial systems.
- Prepares required audit schedules for external auditors.
- Establishes and maintains accounting records and financial documentation by making journal entries, preparing trial balances, and completing bank reconciliation.
- Summarizes and interprets the current and projected financial position of FSIP by analyzing financial information detailing assets, liabilities, and capital; prepares balance sheets, and profit and loss statements.
- Trains personnel engaged in maintaining accounts and records.
- Works with BHSD Billing Specialist in billing reconciliation and reporting processes. Maintain
 professional and technical knowledge by attending seminars, educational workshops, classes
 and conferences; reviewing professional publications; establishing networks; participating in
 professional societies; conferring with representatives of contracting agencies and related
 organizations.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Accounting, Finance, Business Administration, or related field plus a combination of three years professional accounting and grants and contracts management experience. Experience developing, monitoring and reporting federal contracts and grants budgets. Must possess and maintain a valid New Mexico Driver's license and be insurable through the Organization's insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation, including motor vehicle record check.

Knowledge, Abilities, Skills:

- Knowledge of principles and practices of management and fund accounting, finance, accounting, and business administration.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of development, preparation and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs, including PCbased computerized accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.

Fiscal Officer	Date
Human Resources Director	Date

Executive Director

Date