

# Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

## Grants Compliance Officer

**Position Type:** Full-Time, Appointed

**Location:** Montgomery, Alabama

**Schedule:** 8:00 am to 5:00 pm

**Pay Range:** \$45,758.40 - \$55,615.20

**Reports To:** Sr. AmeriCorps Program Officer

**Application:** Resume, Cover Letter, Questionnaire

This is a full-time appointed position with the State of Alabama in the Governor's Office of Volunteer Services (GOVS). This non-merit position is in Montgomery, AL and serves at the pleasure of the Governor. This position is grant funded and continued employment is contingent upon available funding. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

### GOVERNOR'S OFFICE OF VOLUNTEER SERVICES MISSION

The Governor's Office of Volunteer Services is the Alabama State Service Commission, and our mission is to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in our state. This includes developing and supporting a network of AmeriCorps programs to expand their capacity to meet the state's greatest needs.

### POSITION DESCRIPTION

The Grants Compliance Officer is responsible for monitoring grant accounts, communicating compliance concerns, providing training and technical assistance, functioning as the lead for grant compliance issues with fiscal oversight from the Sr. Accountant, reconciling grant invoicing and payments, and completing special projects as assigned. The position requires excellent communication and customer service skills, a high level of attention to detail, skill proficiency with Office 365 applications and familiarity with Federal regulations for grant compliance. This is a highly collaborative role requiring strong relationship building, systems building and project management skills.

### MINIMUM QUALIFICATIONS

- At least one year of experience with budgeting, grant compliance, or related duties preferred.
- Graduation from an accredited college or university with major coursework in a relevant field, such as business, accounting, public administration, federal grants management, or similar coursework (in special cases equivalent work experience may be substituted for this requirement).
- Knowledge of basic financial review or accounting practices
- AmeriCorps or Peace Corps experience preferred, but not required.
- Excellent oral and written communication skills.
- Experience working with nonprofit organizations is preferred, including faith-based and grassroots community organizations, and/or other social service sector organizations.
- Ability and willingness to work flexible hours and travel independently statewide and occasionally out of state. Driver's license required.
- Ability to prioritize, problem-solve and get things done calmly in a fast-moving environment with persons of diverse backgrounds.
- Computer competency, including Office 365 programs (SharePoint, Outlook, Teams, Word, Excel), social media platforms, online training platforms. Ability to learn new systems quickly is essential.
- Must be a team player with a positive attitude and professional appearance.

## **PRIMARY RESPONSIBILITIES**

### Accounting & Grants Management

- Reconciles grant invoicing and payments to determine accuracy of transactions for sub-grantees and reports any findings to Sr. Accountant.
- Collaborates with Sr. Accountant in reviewing budget proposals that have been recommended for funding and provides assessment of conformance with applicable guidelines, allowability, and reasonableness of costs in the budget.
- Collaborates with Sr. Accountant in analysis of sub-grantee budgets and financial systems, internal control reviews, single and financial statement audits, pre-award fiscal system and document reviews, and expenditure and in-kind match documentation.
- Conducts fiscal monitoring activities, writes reports on findings, and works with sub-grantee AmeriCorps programs to resolve findings.

### Compliance, Monitoring, Systems, and Data Management

- Monitors member enrollments and exits, SS#/Citizenship verifications, service logs, and timekeeping system to ensure appropriate activities and time accrual of members.
- Performs compliance monitoring including pre-award risk assessments; monthly and quarterly performance reviews; and on-site and remote monitoring of sub-grantee AmeriCorps programs.
- Functions as the lead for National Service Criminal History Check training and compliance monitoring.
- Approves compelling personal circumstance exits, teleservice and alternative service requests, and slot conversion requests.
- Work with Sr. AmeriCorps Program Officer and Program Officer to develop and maintain compliance monitoring plan and tools to meet federal grant requirements that reduce risk for subgrantees.
- Notify Sr. AmeriCorps Program Officer and Program Officer immediately of instances of non-compliance.

### Training & Other Duties

- Assesses and analyzes training and technical assistance needs and embraces continuous improvement by identifying opportunities to streamline compliance processes.
- Train subgrantees on compliant process to perform National Service Criminal History Check.
- Represents GOVS at meetings, trainings, conferences, events, and other functions.
- May perform other duties as assigned consistent with current duties and responsibilities.

## **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal regulations and other federal grant directives, OMB Uniform Grant Guidance.
- Ability to research, interpret, apply, and communicate complex regulations, policies, and procedures.
- Ability to coach subrecipients and/or other organizations, particularly related to fiscal compliance issues.
- Ability to define problems, identify patterns, collect data, establish facts, draw conclusions, and provide recommendations.
- Excellent customer service skills, time management, and organizational skills.
- Ability to develop training materials and provide training/coaching related to grant requirements.
- Ability to exercise sound judgment in making critical decisions; analyze complex information and develop plans to address identified issues; and effectively demonstrate negotiation and facilitation skills.
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations.
- Possess a high standard for good grammar, punctuation, spelling, proofreading, and attention to detail, and overall professional image. Excellent written and verbal communication.

**To apply, send cover letter, resume, and completed Grants Compliance Officer Supplemental Questionnaire to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov). Please include "Grants Compliance Officer" in subject line.**

**Closing Date: Open until filled. Interviews will begin immediately.**

For more information about our office, please visit [www.ServeAlabama.gov](http://www.ServeAlabama.gov)