



**South Dakota Network
Against Family Violence and Sexual Assault**

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GRANTS FINANCIAL MANAGER

Under the direction, guidance, and in coordination with the Assistant Director, the person in this position will assist the Finance Department with the planning, organizing, budgeting, fiscal management, grant monitoring, and management of each individual grant contractual budget/contract. This position will assist partners and member agencies with grant financial management and takes part in annual sub-recipient site visits for financial review.

The person in this position will have a strong knowledge of federal and state grant management and nonprofit fiscal management and at least two years' experience in the field. The person will have basic knowledge of domestic violence, sexual violence and stalking. The candidate will be expected to attend at least one grantee orientation in person or online, and will need to pass the DOJ Financial Module test and recertify every 2 years.

The Grants Financial Manager communicates regularly with the Assistant Director, the Finance Assistant, the Financial Director, and the Executive Director through written and/or verbal reports, attendance at staff meetings, participation in staff activities and contractual budget collaboration. This person has the primary responsibilities for sub-recipient fiscal monitoring, grant reports, sub-recipient agency follow-up and filing, contracts and other assigned monitoring and financial activities per the agency policies and procedures.

The Grants Financial Manager is evaluated annually by the Assistant Director.

Essential Job Functions for the Grants Financial Manager are:

- Maintains an appropriate system of fiscal accountability for sub-recipient reimbursement payments per assigned grant project
- Assists with the development of systems for adequate financial accountability of assigned programs
- Follows guidelines for fiscal management per agency policies
- Develops and maintains effective mechanisms for fiscal monitoring per project and grant guidelines.
- Issues sub-recipient and sub-contractor contracts following the Uniform Guidance for federal grants.
- Executes and tracks contracts for sub-recipient and sub-contractors
- Continually evaluates and responds positively to the ongoing needs of the organization.
- Maintains the Agency physical and electronic records system by grant source through scanning and filing while following Agency policies and procedures
- First point of contact for reimbursement requests and reviews all financial documents and reports from Sub-recipients and Sub-contractors
- Compares and confirms reimbursement requests for eligibility following the current and valid sub-recipient and sub-contractor contracts.
- Reviews all subrecipient and subcontractor reimbursement vouchers and maintains communication with programmatic staff and the grant sub-recipients/sub-contractors for updates and issues.
- Maintains sub-recipient agency file with follow-up as needed
- Assist in the annual agency audit with sub-recipient monitoring tasks
- Provides other duties as needed per the Financial Director, the Financial Assistant, the Assistant Director, and the Executive Director
- Attends sub-recipient site visits along-side programmatic staff and takes a lead in the financial review of sub-recipient procedures and maintains subsequent documentation

Qualified candidates will have strong writing and organization skills. They will be proficient in Microsoft Excel and Word. A Bachelor degree in an accounting and/or management field or related experiences is preferred.