**OKLAHOMA DISTRICT ATTORNEYS COUNCIL**

**Federal Grants Division**

**Internal Position Title: Senior Grants Financial Manager**

**FLSA Status: Exempt**

**Supervisor: Director, Federal Grants Division**

**Applications Accepted Until: September 2nd, 2024**

**Salary: Up to $80,000/year – commensurate with experience**

**Position Description**

This position reports directly to the Federal Grants Division Director, overseeing a team and Team Lead of Grants Financial Managers (GFMs). This person will oversee all GFMs’ work in funding approved projects within the framework of relevant statutes, regulations, policies, procedures, and guidelines, in addition to providing accounting, consultation, and technical assistance.

**Qualifications**

• A bachelor’s degree in accounting, Business, Finance, or a closely-related field plus two years of accounting experience. (Note: A high level of accounting experience in a government agency may be substituted for a degree at the discretion of the agency’s Executive Coordinator.)

• Experience with the fiscal reporting and management of federal grants.

• Knowledge of generally accepted accounting principles and theories, audit requirements, financial statements and reports, accounting ledgers and journals, and computer technology related to accounting systems. Additional knowledge of governmental accounting standards and regulations relating to the administration of federal grant programs, preferred.

• The ability to prepare basic financial statements and reports, to review and analyze financial information, and to maintain routine accounting data in appropriate ledgers and journals. Additional knowledge of budget preparations and the ability to review revenue and cost data for the preparation of budgets, preferred.

• Experience and proficiency in JustGrants, PeopleSoft Financials, Grant Project Costing, MS Word, MS Excel, and MS Access.

• Certified Procurement Officer certification or willingness to obtain certification.

• The ability to perform independent work and resolve complex accounting and financial issues.

• Self-motivation with good organizational skills.

• Excellent customer service skills.

• A valid Oklahoma Driver’s License.

**Duties**

Reports directly to Division Director while overseeing and managing team of Grants Financial Managers responsible for:

* Maintaining accurate ledgers and other fiscal records for multiple federal grant programs.
* Preparing quarterly expenditure reports and other information concerning financial requirements for federal grant programs.
* Reconciling accounting records across several systems to assure data is accurate.
* Reconciling and preparing monthly reports of receipts and expenditures for multiple funding sources.
* Preparing purchase orders for subgrantees and change orders as needed.
* Receiving and processing monthly requests for funds, distributing time sensitive warrants.
* Electronically requesting funds from the federal granting agency for each grant on a monthly basis.
* Reconciling requests for funds of subgrantees with financial data for grant programs on a monthly basis.
* Preparing deposits in the PeopleSoft system.
* Producing reports for review by the Federal Grants Division Director.
* Assisting subgrantees with questions about their reimbursements and financial reporting.
* Keeping up to date with CFR Part 200 Requirements.

Other duties as assigned.

**Application Requirements**

* Applicants must include Cover Letter and Resume when applying.

*Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

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