



## GRANT FINANCIAL MANAGER

### POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The Northwest Hills Council of Governments (NHCOCG) is the coordinating body for Chief Elected Officials of twenty-one (21) municipalities in the northwest corner of Connecticut. NHCOCG provides advisory services and assistance in regional, land use and transportation planning, environmental management, emergency preparedness, economic development, rural health resources and associated social service programs and municipal shared services to the region.

The Grant Financial Manager exercises considerable initiative and independent judgement leading, managing, and implementing the agency's overall financial policy including managing the agency's annual operating budget, grant-funded projects including various matching requirements and how they interact with one another. General duties in these areas include competency in budgeting, tracking expenditures, financial reporting, and ensuring compliance with grant guidelines, by closely monitoring project finances, collaborating with program staff, and maintaining accurate financial records to facilitate effective utilization of grant funds. Associated duties may include tasks associated with human resources and general office administration.

Key responsibilities of the Grant Financial Manager include:

- **Comprehensive management of agency's operating budget:**  
Responsibility and management of the overall operating budget of the agency including grant funded projects and matching requirements.
- **Payroll management:**  
Directly responsible for payroll management, processing, and tax reporting, or serves as oversight agent if such work is outsourced to a vendor.
- **Grant application support:**  
Assisting staff in developing budgets for grant proposals and ensuring alignment with project goals.
- **Budget monitoring:**  
Tracking project expenses against approved budgets, identifying potential variances, and taking corrective actions as needed.
- **Financial reporting:**  
Preparing accurate and timely financial reports for the board, including detailed expenditure breakdowns and narrative summaries.
- **Compliance management:**  
Ensuring adherence to all regulations and compliance standards related to grant funding.
- **Financial analysis:**  
Analyzing financial data to assess project performance, identify areas for improvement, and inform decision-making.

- **Data management:**  
Maintaining accurate financial records and documentation related to grant projects in designated systems.
- **Collaboration with program staff:**  
Collaborating closely with staff to understand project activities and ensure financial reporting aligns with programmatic outcomes.
- **Auditing and review:**  
Preparing for and supporting external audits related to grant funds.

## **SUPERVISION RECEIVED**

Works under the general direction of the Executive Director.

## **SUPERVISION EXERCISED**

In the areas of responsibility, the Grant Financial Manager will direct professional, contractual, and administrative staff in specific financial capacity as necessary to obtain compliance with all financial and administrative requirements.

## **EXAMPLES OF DUTIES**

- Monitors and oversees overall agency operating budget and grant funded projects, cash flow and General Fund balances, spending, and account balances to ensure the agency budget is implemented as approved, including development of financial procedures and reports to verify compliance.
- Assists with the development of the annual agency budget based on funding and forecasting.
- Prepares Monthly Financial Reports with consulting reconciliation accountant/bookkeeper.
- Establishes and manages internal financial controls, coordination of internal and external audit procedures and training of staff on processes and standards to ensure compliance as well as responds to and implements any corrections on audit findings or recommendations on improvement.
- Manages grant invoicing, including tacking of billable hours and reimbursable expenses across the grant portfolio and organization.
- Recommends cost savings measures in the overall agency budget as identified.
- Maintains retirement plans and other human resource/benefit programs.
- Manages the fiscal controls and financial record keeping; monitors and prepares financial statements and requisitions for various contracts; reviews documentation of procurement purchases, purchasing and contract management procedures.
- Prepares, reviews, and approves requisitions and associated procurement documents as required.
- Manages the acquisition of capital assets and ensures that assets are properly recorded, amortized, insured, and disposed of as appropriate.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
- Coordinates with member municipalities to provide financial and technical assistance with their municipal employees, as necessary.
- Assists with grant application development relating to project budgets, as necessary.
- Maintaining master calendar of grants and prospects and all associated files and correspondence along with a comprehensive list of passwords.
- Maintaining a library of grant support documents including resumes, bios, IRS/tax forms and others.
- Monitoring and maintaining funder and investor reporting schedules and requirements.
- Tracking progress toward organizational and programmatic outcomes and goals.
- Requesting reimbursements and drawdowns as needed.

- May also perform related work as assigned or required to meet the needs of the agency such as preparation of meeting agendas, minutes, and related general office administrative work, including human resources support.

#### **KNOWLEDGE, SKILLS, AND ABILITY**

- Possession of a high level of accuracy, attention to detail and organizational skills with minimal amount of supervision and direction.
- Strong understanding of principles and practices of public sector, non-profit finance or Government Financial Accounting, accrual accounting principles, budgeting, and reporting.
- Experience with financial/grant management systems, including QuickBooks Online or similar, financial analysis methods and techniques and other systems such as Edge, ASAP or Grants Online federal portals.
- Principles and practices of internal controls, auditing, cash management, payroll management or oversight.
- Analyze, interpret, and explain financial reports and projections to board members, staff, and others.
- An understanding of short and long-term strategic planning to meet the agency's financial objectives.
- General knowledge of human resource principles and fiscal grant administration and management.
- Familiarity with diverse funding sources, including government agencies and private/non-profit foundations.
- Ability to work under pressure, solve problems and manage multiple priorities simultaneously and within deadlines.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively orally and in writing.
- Excellent communication and interpersonal skills to collaborate effectively with diverse stakeholders.
- MS Office suite of applications, including TEAMS, SharePoint, Word, Excel, PowerPoint, and other software programs relating to presentation of projects and data.

#### **MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING**

BS/BA Degree in business or non-profit management, finance, accounting, or a closely related field and at least one (1) to three (3) years of relevant experience in public sector or non-profit management, finance, or accounting or equivalent experience demonstrating the knowledge, skills and abilities required of the position.

Preferred experience in financial reporting and grant administration (state, federal) and experience in municipal or non-profit sectors. General understanding of local, state, federal or regional planning and transportation programs and services.

#### **CERTIFICATES AND LICENSES**

- Current valid Driver's License.
- Membership in professional organizations a plus.

#### **WORK ENVIRONMENT**

**Remote/Hybrid work policy available. Flexible hours.** Collaborative small office environment located in Litchfield, CT. **This is a full-time position with a thirty (30) hour standard workweek.** Expansion to a thirty-five (35) hour standard workweek is possible with additional supporting work in agency objectives, commensurate with experience. Part-time (less than 30 hours per week) without fringe benefits may also be considered.

## **SALARY AND FRINGE**

**Starting salary range is \$65,000 to \$85,000**, depending on standard workweek length and commensurate with experience. Excellent fringe benefit package, including **medical/vision (full coverage-no employee contribution)** and **dental (self-insured \$1,000 annually)**, 401a / 457 retirement plans, group term life insurance, short-term disability and generous vacation, holiday, personal and sick time.

*The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.*