

**Job Description**  
**Fiscal Grants Manager**  
**UNITY of Greater New Orleans**

**TITLE:** Fiscal Grants Manager  
**TYPE OF POSITION:** Full-Time Employee  
**DIRECT SUPERVISOR:** Director of CoC Programs

## **MAJOR RESPONSIBILITIES**

**Summary of Responsibilities:** Assist with fiscal grants management for approximately 100 grant agreements including grants with HUD Continuum of Care Program, HOPWA, DHH, MHSD, PATH, SAMHSA and other funding sources. Ensure compliance with funding requirements including HUD and OMB circulars. Increase the capacity of the CoC programs by providing technical assistance and training to subrecipients regarding internal controls, cost accounting, and documentation of expenses to ensure they are eligible, allowable, and reasonable.

### **Fiscal Grants Management Responsibilities include:**

- Invoice Review: monthly review of invoices for eligible activities as agreed upon in grant agreement and review of back-up documentation; communication with project sponsors to address issues related to incomplete billing or documentation. Primary responsibility for reimbursement requests for rental assistance to ensure compliance and prevent fraud.
- Assist Contract Managers with Tracking of Spending Per Grant Agreement - comparing invoices to previous months to ensure efficient spending; assessment of efficient spending rates per project sponsor.
- Assist Contract Managers with budget revisions and budget amendments to ensure requests are eligible and timely.
- Assist in the set-up of IDIS for HOPWA projects.
- Assist in the drawdown of funds from LOCCS as assigned by the Finance Director.

### **Monitoring Compliance and Performance:**

- Assist Contract Managers with preparation of monitoring site visit reports
- Monitor subrecipients for fiscal compliance through a desk review of policies and procedures and site-visits.
- Collect and review Quarterly Reports and make corrective action plans with subrecipients who are not meeting spending milestones.
- Assist Contract Managers with the coordination and compilation of the financial reporting for the Annual Progress Reports (APRs)

### **Billing:**

- Preparation of monthly invoices to DHH, City of New Orleans, MHSD and other funders that require the preparation of documentation from UNITY and our subrecipients to receive timely reimbursement of funds.

**HUD CoC Application:** Assist Contract Managers as applicable with annual HUD SuperNofa CoC application for continued funding

**Other responsibilities** as assigned by Executive Director and/or Director of CoC Programs.