

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, MHSD, PATH, 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 sub recipients regarding internal controls, cost/fund 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.
- **Ensure audit compliance** by obtaining and reviewing annual audits of sub recipients.
- **Technical computer skills** with computer based grants management and financial systems including: IDIS, eLOCCS, Grantvantage, eSNAPS, and other systems as needed.
- **Communicate** concerns to sub recipients and provide technical assistance as needed to help CoC member agencies.
- **Keep up to date** about changes in HUD guidance related to eligible activities, clients, and costs for CoC funded programs.

Monitoring Compliance and Performance:

- Monitor sub recipients 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 sub recipients who are not meeting spending milestones.
- Assist Contract Managers with the coordination and compilation of the financial reporting for the Annual Progress Reports (APRs).
- Work with the Contract Management Team to improve agency performance and compliance across program and fiscal activities.

Billing:

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

Budgeting:

- **Track Spending Per Grant Agreement:** compare invoices to previous months to ensure efficient spending; assess spending rates for each project sponsor; evaluate spending rate compared to client enrollment levels.
- Evaluate budget revision requests from sub recipients and prepare requests for funders.
- Assist in the preparation of budgets for funding applications including the annual HUD CoC application.

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