

POSITION DESCRIPTION

Government Contracts & Compliance Manager South Suburban PADS

Summary: The Government Contracts & Compliance Manager is primarily responsible for stewarding the efficient and effective management of this organization's financial assistance from several federal, state and local government agencies in the form of grants. Disbursements of funds received under these programs generally require compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies.

Additionally, this position supports the Interim Director of Finance and Operations in performing the Human Resource and Payroll functions for South Suburban PADS; primarily by reviewing and entering employee time records into the Automated Data Processing (ADP) application to complete the bi-weekly payroll.

The ideal candidate is someone who has the capability to oversee and supervise the routine accounting functions of accounts payable, budgeting, cash forecasting, financial reporting and interaction with financial and government compliance auditors. Attainment of these job aspects could lead to promotion, within a fiscal year reporting cycle, to the position of Director of Finance and Operations.

Position Type: This is a full-time, exempt position.

Reporting: The Government Contracts & Compliance Manager reports directly to the Interim Director of Finance and Operations. The position, along with the Interim Director of Finance and Operations, oversees the duties of a part-time Accounting Assistant.

Responsibilities and Activities: The candidate should have effective knowledge and experience in the logistics of managing governmental contracts. Specific experience in the following areas is necessary:

- Prepares contract billings in compliance with grants awarded by U.S. Department of Housing and Urban Development (HUD).
- Prepares contract billings in compliance with grants awarded by Illinois Department of Public Health (IDPH).
- Prepares contract billings in compliance with grants awarded by local government agencies.
- Identifies grant billing concerns and work in a collaborate manner with other staff to resolve procedural issues related to grant billings in a prompt manner.
- Ensures that any matching awards on all contracts are appropriate and accurate.
- Produces monthly reports on the status of grant payments against approved services provided by South Suburban PADS, including amounts remaining on annual grant awards.
- Keeps current with relevant laws, regulations, policies and procedures associated with compliance requirements of agencies providing grants to organization.

- Oversees compliance functions and duties, including maintenance of agency disclosures statements, allocation of administrative costs across all grant awards, budgeting, monitoring, and reporting.
- Prepares and submits bi-weekly payroll using Automated Data Processing (ADP) portal.
- Assist with external audits, both annual financial review of organization and any compliance reviews by agencies awarding funds to organization.
- Other duties as assigned.

Qualifications and Competencies: The following experience and qualifications are necessary for this position:

- Bachelor's Degree, with a major in Accounting or Finance from an accredited institution, with a preference for an advanced degree (i.e. MBA) or certification (i.e. CPA or equivalent).
- Three to five years in finance or accounting operations of a non-profit organization, with a preference for experience in financial management of contracts with federal, state and local government agencies.
- Detail-oriented individual with strong organizational skills.
- The candidate must possess initiative and have the ability to work independently, as well as in a team environment.
- Proficiency with Microsoft Office applications (i.e. Excel, Word, Outlook, PowerPoint and Publisher)
- Background with Accounting/Financial applications predominately used by non-profit organizations (i.e. Financial Edge, Fund E-Z, QuickBooks, etc.); preference given for experience with Fund E-Z.

About South Suburban PADS: South Suburban PADS is an interfaith program whose mission is providing shelter and supportive services to homeless persons. Since its formation in 1990, the organization has provided shelter and meals to enable over 17,000 people to survive homelessness. South Suburban PADS ultimately seeks to provide pathways home, and currently helps about 500 people to preserve and access affordable rental homes each year. In addition to grants from federal, state and local governmental agencies; South Suburban PADS revenues include gifts from corporations and foundations, special events and individual donors. Additionally information is available at www.sspads.org.

Application Instructions: Resumes should be submitted to Clarence Atwood at South Suburban PADS, catwood@sspads.org.