



Grants and Financial Administration Manager

Statement of Duties

The Grants and Financial Administration Manager will directly support the Associate Controller – Financial and Human Resources Administration and ensure the timely completion of all federal grant/award reporting, assist in federal program budget preparation and financial tracking against those budgets and ensure compliance with related terms and conditions, from a financial perspective. In addition, this role will perform all post award administrative activities for all Innovation programs that are administered by the Rhode Island Commerce Corporation ("The Corporation"), serve as the lead on the Corporation's overall effort certification process and act as a member of the internal audit and compliance committee.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position

Essential Functions

- Manage all federal grant/award financial administration related activities including reporting, budget preparation assistance, expenditure tracking against budgets, draw down request development, corresponding with funding agencies to resolve issues and address requests and performing close out procedures. Work closely with federal program managers leads within the Corporation and grant/award contacts on all financial administration items.
- Perform post award administrative tasks for all Innovation programs that the Corporation administers (STAC, SBIR/STTR, Innovation Voucher and Network Matching Grant). Work closely with Innovation program managers and leads on all related tasks.
- Ensure the efficient, cost effective, administration and financial management of federal grants and contracts throughout the Corporation in compliance with Corporation, State, and Federal policies and procedures, as applicable.
- Maintain and update all pertinent records, files and documents, and ensure completeness of all research accounts, files, and submissions in accordance with State, Federal, and Corporation policy, as applicable.
- Act as the lead for the Corporation's effort certification process, ensuring all payroll allocations are authorized by the appropriate personnel and are aligned with approved program, grant/award and operational budgets. Maintain the accounting department's overall effort certification related financial central repository.
- Serve as the lead for the annual Federal Single Audit, fielding external auditor requests and working directly with the auditors on all aspects of the audit.
- Serve as a member of the Corporation's internal audit and compliance committee, attending regular meetings and assisting in the completing of related tasks.
- Assist and support the Associate Controller – Financial and Human Resources Administration and Chief Financial Officer on additional tasks and special projects as needed.

Key Competencies

- Servant leadership: Job requires a willingness to lead, make decisions, and point toward a strategic direction.
- Project and program management: Job requires the ability to juggle the financial administration of many concurrent grant programs, ensuring smart interconnection across efforts.
- Initiative: Job requires a willingness to take on responsibilities and challenges and find ways over, around, or through barriers to success. A bias for action. A results-oriented "doer." A strong desire to achieve.
- Stakeholder engagement: Job requires an ability to work with various internal and external stakeholders.

Qualifications

- A minimum of a bachelor's degree and demonstrated experience in managing grant programs or equivalent combination of education and experience.
- Excellent communication skills and an ability to prepare clear, informative, and concise written materials. Must be able to communicate effectively across multiple stakeholder and partner groups such as universities, foundations, government, and industry sectors.
- Strong organization and time management skills with the ability to manage multiple grant and project portfolios. Previous grant management experience within a government agency or university with specific experience administering federal grant programs is strongly preferred.
- Strong interpersonal skills, attention to detail, and ability to work with sensitive and confidential information.
- Ability to maintain flexibility in a fast-paced environment.
- An understanding of the public policy and state budgeting process and intermediate technology-based economic development concepts.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as Adobe Acrobat.

Classification

Regular Full Time – 37.5 Hours per Week
Salary / Exempt

Reports to

- Associate Controller – Financial and Human Resources Administration

Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided based on qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ApplyToJob=688419329>