

FEDERAL GRANTS SPECIALIZED PROCESSING UNIT - MANAGER

SUMMARY:

A complex position which involves supervision of employees, as well as, oversight of federal funds awarded to the Government of the Virgin Islands (GVI) which has been designated as a high risk grantee by the U.S. Department of Education (USDOE).

An employee in this class is responsible for managing the day-to-day operations of the Federal Grants Specialized Processing Unit (FGSPU) unit. The FGSPU is a GVI special unit which was created to mimic the current Third Party Fiscal Agent's (TPFA) operations to facilitate a transfer from TPFA oversight. The FGSPU is staffed by GVI resources across four (4) functional areas: (1) Project Management, (2) Grants Management, (3) Accounting & Reporting, (4) Fixed Assets and Property Management. The FGSPU currently process all activity under oversight through the TPFA's stand-alone ERP system, Tyler Munis.

Responsibilities also include monitoring an agency or department federal grants to ensure administrative efficiency and compliance with both federal and local laws; to ensure distribution of information for federal programs; to arrange training sessions; support audit efforts; process and manage federal funds in accordance with special conditions and uniform guidance with oversight from TPFA

A Memorandum of Understanding between the Office of Management & Budget (OMB) and an agency or department requesting assistance from the FGSPU unit is required.

DUTIES (NOT ALL INCLUSIVE):

- To oversee the review and ensure timely processing of federal program documentation to include grants applications, agreements, memoranda and letters
- Ensure the compiling of information, documentation and response to audit reports
- Coordinate financial and grants management activities
- Document and write procedures for better accountability, controls, record keeping and reporting for federal aid programs
- Research historical records for grants
- Ensure drawdowns are performed timely
- Review budgets to ensure proper recording of federal funds in the TPFA's system of record
- Prepare ad hoc reports as required
- Collaborate with Grants Management Office
- Ensure all agencies and departments meet Special Conditions Requirements
- Manage receipt and disbursement of grant funds in compliance with uniform guidance
- Ensure all agencies and departments liquidate purchase orders, timely payment of vendor invoices and prevent lapsing of grant funds
- Ensure assets are received, tagged, delivered and managed as specified in the CFRs and Special Conditions documents
- Build sustainable business processes within the agencies and departments
- Automate operational processes to enhance efficiency
- Provide training including training material, policies and procedures within the agencies and departments to build capacity for implementation

- Support management reporting including information flow management, business process and organizational planning
- Identify and develop initiatives to achieve operational excellence
- Oversee all financial management, planning, systems and controls for the agencies and departments
- Manage monthly reconciliation of Cash Ledger to Bank Balances and MUNIS expenditures to the federal grantor records
- Oversee weekly grant financial reporting
- Manage annual A-133 audit preparation process
- Perform other related duties as required

FACTOR-1 KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal grants or internal controls over fiscal processing of federal funds
- Knowledge of and ability to understand and implement programs within federal guidelines
- Knowledge of government, financial and uniform guidance
- Knowledge and ability to conduct training sessions
- Ability to coordinate activities between federal program managers, senior management and other federal and local government departments
- Ability to follow evaluation designs
- Ability to present ideas clearly and concisely
- Ability to follow written and oral instructions
- Ability to develop specialized knowledge and interpret program specific terms and conditions where needed for individual program evaluations
- Ability to evaluate administrative procedures and recommend improvements where necessary
- Ability to develop recommendations and corrective action plans

FACTOR-2 SUPERVISORY CONTROLS:

The Director of OMB outlines overall objectives, timelines and methodology for the FGSPU unit. Incumbent is expected to exercise initiative to organize tasks and to develop working methodology to achieve goals and objectives outlined. Feedback is required to be provided to the OMB Director through informed and scheduled meetings. Additional assignments will be received from the OMB Director as required. Some assignments may be as a result of a request for assistance from an agency or department. These requests will require a Memorandum of Understanding between the Office of Management & Budget and the said entity.

FACTOR-3 GUIDELINES:

Applicable guidelines include federal and local laws, rules and regulations; US OMB circulars (specifically 2 CFR 200); and memos from regulatory departments, including the Office of Management and Budget, Department of Finance and Property and Procurement.

FACTOR-4 COMPLEXITY:

This position entails the financial oversight and review of federal funds awarded to the GVI. It involves supervision of employees, the programs and projects; ensuring timely reporting and response to audits.

FACTOR-5 SCOPE AND EFFECT:

The purpose of this position is to provide general financial management of Federal Education Funds. It involves having financial oversight, review and accountability for federal education funds. The desired impact is to achieve efficient and effective use of federal funds and accountability in reporting.

FACTOR-6 PERSONAL CONTACTS:

Contacts are made with senior level management at GVI agencies and the USDOE.

FACTOR-7 PURPOSE OF CONTACTS:

Contacts are made to obtain and distribute information regarding federally funded programs and activities.

FACTOR-8 PHYSICAL DEMANDS:

Work is mostly sedentary. No unusual physical demands are required.

FACTOR-9 WORK ENVIRONMENT:

Work is performed primarily in an office setting.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Master's Degree in Business, Finance, Public Administration or Social Science including eighteen (18) credits in accounting, or any similar business related field; and five (5) years work experience.

OR

Graduation from an accredited college or university with a Bachelor's Degree in Business, Accounting or related business field, including eighteen (18) credits in accounting with at least seven (7) years financial or fiscal experience working preferably with Federal funds; three (3) years of which should be in a supervisory or lead worker capacity or internal audit).

DATE: _____ APPROVED: _____