Grants Compliance Officer

Position Code: 12726BR

Job Type: Finance/Accounting

Office: Office of the Comptroller

Location: Gatehouse Administration Center, Falls Church, VA

Description:

Provides administrative analysis, oversight, risk assessment, and post award services, to ensure compliance with grant requirements; serves as a resource and point of contact for finance staff and managers of grant funded programs; develops data collection and training materials; conducts training programs; prepares information and reports for internal and external stakeholders; and ensures that grant information in the system’s databases is accurate and complete.

Qualifications:

Any combination of education and experience equivalent to a bachelor's degree in business administration, public administration, or a related field, with course work in finance, accounting, budget analysis, or a related field, plus five years of progressively more responsible professionally relevant experience. Master's degree and auditing experience preferred. Can demonstrate knowledge of, and familiarity with, the theory, methods, and principles of fiscal management, as well as the federal, state, and local laws, regulations, and requirements that govern grants administration; ability to explain relevant issues and train other staff members; capable of conducting research and collecting documentation independently; ability to work effectively under pressure and to meet deadlines; and ability to communicate effectively both orally and in writing.

Open Until Filled: Yes

Contract Length: Full Time

Salary Grade: US-Schedule B Grade 007

Click the following for Salary Information or go to the following page for additional details: https://www.fcps.edu/careers/salary-and-benefits/salary-scales

Interested candidates should submit resume and application at the following link: https://sjobs.brassring.com