



**JOB TITLE:** Grants and Contracts Compliance Manager  
**DEPARTMENT:** Finance  
**REPORT TO:** Senior Procurement Manager  
**SALARY GRADE:** Level 104 (\$55,085 - \$68,856) DOQ

**LAST REVISION DATE:** 11 /2016  
**EEO:** Professional  
**FLSA:** Exempt, Full-time

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**BASIC FUNCTIONS:** Functions independently under the general direction of the Senior Procurement Manager to ensure proper accounting, compliance, and maximum utilization of grant funding from Federal, State, and other grant funding sources. Duties include grant reimbursement review; grant reporting; grant budgeting; assisting departments in applying for, managing, and complying with requirements of grants.

Reviews and monitors grant-funded contracts awarded by various funding agencies to ensure DCTA compliance with requirements and regulations governing awards as well as generally accepted accounting principles. In coordination with Project Managers reviews vendor compliance with Davis-Bacon reporting requirements. Responsible for Disadvantaged Business Enterprise (DBE) and other related reporting. Serves as agency liaison for FTA Triennial Review and other funding agencies reviews or audits. Assists Departments to ensure grant funding agency requirements are appropriately incorporated throughout the procurement process.

#### **PRINCIPAL DUTIES**

- Work with Finance and department staff to ensure an accurate, timely efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing and producing relevant reports, monitoring grant activity, post-award management and records retention.
- Review and approve grant reimbursement requests prior to submittal to granting agencies.
- Prepare required reports of grant activity for State and Federal authorities and other grant-funding sources.
- Provide assistance to department in grant applications and submittal process.
- Review grant contracts and correspondence with granting agencies. Responsible for maintaining all grant agreements and MOUs pertaining to grant awards.
- Serve as the expert on grant compliance and interpretation of relevant OMB Circular's as well as other related Federal and State regulations and legislation.
- Provide on-going training to staff as it relates to grant administration and organizational policies. Assist department heads and Budget Manager in developing and preparing grant budgets, both for grant applications and reporting and for the annual budget cycle.
- Manage public participation and public involvement requirements for all grant funding.
- Acting within the scope of designated responsibilities, work as a public employee with courtesy and professionalism, adhering to the highest standard of ethics.
- Ability to interpret granting agency regulations and policies for the departments, monitor funded projects to prevent over-expenditure of funds, ineligible expenditures and ensure awards are fully expended.
- Assist with monitoring of federal mandated programs related to Disadvantaged Business Enterprise (DBE) and Davis-Bacon Acts. Auditing and advising department grant managers as necessary and coordinating and monitoring payroll recordkeeping on federal grants.
- Serve as the primary administrator for the grant management system and provide training to staff.
- Review policies and recommend changes as needed to maintain compliance with granting agencies requirements.
- Assist with the development of procedures consistent with adopted policies.
- Perform other duties or projects of similar nature and level as assigned.

#### **KNOWLEDGE AND SKILLS:**

Knowledge of:

- Grant accounting practices
- Knowledge of state and federal grant process and related requirements

- Understanding of accounting concepts, including generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB)
- Financial management software
- Adept at online research and information gathering
- Knowledge of procurement, DBE, Davis-Bacon and related federally mandated programs

## **PREFERRED SKILLS**

- Knowledge of Federal OMB Circular A-133 and the Super Circular
- Grant proposal submission, Pre-Award process and Post-Award administration experience.
- Strong writing and oral communication and interpersonal skills.
- Customer service focus
- Strong math/accounting skills, strong reading comprehension skills, ability to interpret guidelines and instructions.

### Ability to:

- Use standard office software packages, including Microsoft Word and Excel
- Easily learn proprietary financial software programs
- Write succinctly and effectively, including preparation of grant applications
- Complete work assignments efficiently, accurately and within established time frames, working independently and cooperatively
- Listen to and communicate effectively with management and staff with varying professional backgrounds, being able to communicate complex information in layman's terms; both verbal and written communication skills required
- Establish and maintain effective working relationships with management, other agencies and departments, and the general public
- Interview subject matter experts and summarize input.
- Quickly learn about a technical topic that may be unfamiliar and write accurately about it
- Read and understand regulations and implement guidance outlined by the regulations in a practical, effective manner
- Produce final narrative that is factually correct, grammatically correct, formatted according to instructions, and includes citations and references as needed.
- Strong project management and time management skills; highly organized and detail oriented.

## **PHYSICAL ACTIVITIES:**

- Extended periods of sitting while using a computer
- Requires continuous hand and finger movement, including use of keyboard, 10-key, and mouse.
- Requires ability to calculate basic and complex math problems
- Frequent walking to/from various departments and other buildings
- Must be able to lift up to 10 pounds
- Must be able to meet and deal with the public, employees, and other governmental and private entities in a professional and courteous manner.
- Must be able to receive and understand written and oral communication and give written and oral instruction.
- Requires visual acuity at 20 inches or less

**EDUCATION AND EXPERIENCE-MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Finance, Contract Management or Public Administration or related field, and three (3) years of professional business administration, grant and contract administration, or related work experience, or any equivalent combination of education, training and experience.

## **SPECIAL REQUIREMENTS**

Hold a current Texas Driver's License (Class - C) or have the ability to obtain one upon entry in to the position.