

MARCH 2017

Do you have experience creating, monitoring and/or managing grant project budgets which require adherence to grant guidelines and documentation criteria? Are you also looking for a challenging career that helps make Illinois safer for families and unites others to end domestic violence? The Illinois Coalition Against Domestic Violence, a not for profit, statewide membership organization, is expanding its technical assistance program. This program provides resources, training and support to over 50 local domestic violence victims' service organizations throughout Illinois, helping them provide the highest quality, victim-centered services to survivors of domestic violence and their children while adhering to government grant guidelines and requirements.

ICADV is seeking to fill its Program Fiscal Coordinator position to oversee and monitor the use of government funds in ICADV subrecipients, including budget review and monitoring; conducting desk audits of back up documentation on grant expenditures; and conducting onsite visits to agencies throughout Illinois. Successful applicants must demonstrate their ability to meet qualifications set forth in the job description and be able to thrive in a fast paced, cooperative, nonsmoking, feminist environment. While the job opportunity is located in Springfield, travel throughout Illinois is required.

Program Fiscal Coordinator is a full time, hourly position with generous benefits offered. This position requires familiarity with not for profit grant accounting procedures; basic understanding of grant accounting, including segregation of funds; and experience developing or managing project and/or agency budgets. Not for profit bookkeeping experience is a plus, but not required.

To apply, send resume with a cover letter explaining how your experience will specifically fit the needs of this opportunity. Application materials should be sent to conlon@ilcadv.org no later than April 21, 2017. ICADV is an equal opportunity employer and strives to achieve diversity among its staff which represents the diversity of the programs and individuals which it serves.

- Attachments:
 - PROGRAM FISCAL COORDINATOR job description

Illinois Coalition Against Domestic Violence
Job Description

Job Title: PROGRAM FISCAL COORDINATOR

Classification: NONEXEMPT

Supervisor: DIRECTOR OF CONTRACTS & TECHNICAL ASSISTANCE

Work Performed/Position Responsibilities:

- Develop and proofread a variety of difficult materials and template forms, including contracts, reports, proposal, budgets, statistical and technical charts, agendas, minutes, instructions and general correspondence.
- Execute ICADV policies and procedures for grant administration and other requirements of funders, including, but not limited to, maintenance of related contract and program files; review of data reports; and other activities related to the administration of pass through funds.
- Prepare and distribute documents related to ICADV funding opportunities for domestic violence services providers.
- Evaluate and monitor ICADV funding proposals for compliance with funder guidelines and accuracy, specifically project budgets and routine fiscal reports from domestic violence services providers, following up with corrective actions when necessary.
- Conduct required monitoring site visits, desk audits of financial documentation, maintain site visit history documentation, and conduct follow up visits and correspondence as needed.
- Confirm receipt of completed, checked in subrecipient fiscal reports and review to ensure compliance with funder guidelines, accuracy, completion, and adherence to subrecipient approved budgets.
- Monitor grant expenditures by subrecipients, identifying necessary follow up technical assistance and/or budget adjustments.
- Monitor subrecipient compliance with service administrative and financial guidelines as required by ICADV. Develop and monitor action plans when subrecipient is out of compliance with contract requirements.
- Identify training needs for domestic violence agencies and collaborate with other ICADV staff for addressing those training needs.
- Compile reports and other informational materials regarding services.
- Provide programmatic information to the Board of Directors and Program Council as needed.
- Collaborate with other technical assistance and monitoring team members as necessary.
- Assist with staffing Services and Funding Oversight Committees of the Program Council.
- Perform other duties as may be necessary or assigned by the Director of Contracts and Technical Assistance or Executive Director.

Knowledge Requirements:

- Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
- Knowledge of how to effectively work with nonprofit, government and for-profit institutions.
- Commitment to the empowerment of domestic violence survivors and client-centered services.
- Basic knowledge of comprehensive domestic violence services or ability to quickly acquire.
- Familiarity with generally accepted policies and practices that impact survivors and domestic violence and their children preferred.
- Must have general familiarity with not for profit grant accounting procedures.

- Must have basic understanding of grant accounting procedures including segregation of funds and matching funds segregation.
- Must have experience with development of project and/or agency budgets.
- Previous experience with not for profit bookkeeping preferred.

Skills Requirements:

- Excellent oral and written communication skills which demonstrates a commitment to professionalism.
- Appropriate conflict resolution methods which lead to positive solutions.
- Ability to speak in public forums and conduct trainings.
- Ability to problem-solve and research needed information with difficult and diverse situations.
- Ability to understand and interpret complex rules and regulations.
- Knowledge of day to day use of Microsoft Office suite of software applications with intermediate knowledge of Excel or comparable spreadsheet application.
- Knowledge of day to day use of Adobe Acrobat.

Physical Requirements:

- Occasional lifting of light boxes may be requested.
- Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.

Special Demands:

- This position requires routine Illinois travel. Willingness and ability to travel with frequent overnight stays.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, non-smoking, feminist-centered environment.
- Ability to work cooperatively with a variety of people as well as independently with minimal supervision.

Sources:

- The Program Fiscal Coordinator takes direction from the Director of Contracts and Technical Assistance and the Executive Director.
- The Program Fiscal Coordinator is supervised by, reports to, and evaluated by the Director of Contracts and Technical Assistance.

Accountability:

- The Program Fiscal Coordinator is responsible for ensuring subrecipient compliance with grant guidelines related to government passthrough funding.
- The Program Fiscal Coordinator is responsible for ensuring ICADV compliance with monitoring criteria of subaward agreements.
- The Program Fiscal Coordinator is responsible for acquiring a thorough knowledge of and ability to help programs implement the Illinois Services Guidelines for Domestic Violence Providers, Victims of Crime Act, Violence Against Women Act, Family Violence Prevention Services Act and Illinois Grant Accountability and Transparency Act implementation.

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Created: March 2017