

KIPDA
POSITION DESCRIPTION

Class Title: Budget and Contracts Administration Coordinator

Division: Social Services

Supervisor: Director of Social Services

Supervises: Budget and Grants Staff

Class Characteristics: Under general supervision, oversees Division's procurement, contracts and budget process; assists with writing grants and project reports. Administers grants and special projects; assures financial and other project and service reports are completed. Reviews sub-recipient submitted audits and monitors agency programs to ensure compliance; reviews and prepares sub-recipient contracts; supervises staff working directly with contracts, budgets, reporting, IT systems and data; assists Social Services Division staff; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Works with Social Services Division Director in all aspects of contracts, procurement and budgeting for the Division.
2. Manages the procurement process for Social Services.
3. Assists with preparing and managing Social Services contracts and amendments for sub-recipients; assures contract language meets all state and federal requirements.
4. Oversees the development and management of Social Services' budget; makes adjustments as necessary.
5. Responsible for billing, reporting and compliance to funders (federal, state and foundation grants) monthly or as needed.
6. Works collaboratively with KIPDA's Director of Finance and Accountant to manage the Division's budget, invoicing process and annual audit.
7. Assists Social Services staff with budget and contract communications with providers; provides assistance to staff with fiscal monitoring of providers.
8. Prepares budget, financial and statistical reports for Social Services staff for planning and development activities.
9. Works in the Division's Client and Services data systems to complete reports, access data, report to state and federal agencies, and facilitate invoicing and other tasks as directed or needed.
10. Assists the Finance Division with sub-recipients year-end audit confirmations and oversees corrective action on findings from audits or monitoring.
11. Assists with developing and writing grants and other special projects and initiatives.
12. Analyzes data for the Division's programs, services, population served, and community and makes recommendations when needed.
13. Conducts Internet and/or regulation research as requested.

14. Serves as a contracts, budget and finance representative for the Social Services Division on various work groups, councils and task forces in the community.
15. Supervises Division's budget and grants staff including the Division's support staff when it relates to budget and contracts.
16. Serves as support and guidance to other Social Services staff in the absence of the Division Director.
17. Performs other duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Master's degree in accounting, business or finance with two-years' minimum work experience in a public or government setting preferred; education requirement may be substituted by additional work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal laws and administrative regulations pertaining to social service programs.
2. Knowledge of business administration, accounting and finance.
2. Knowledge of computer hardware and applicable software programs.
3. Knowledge of, or ability to learn, auditing of not-for-profit, federal, state and local programming, types of contracting, familiar with the single audit act, and other federal auditing regulations as they relate to the agency's financial base; familiar with cost principles governing applicable programs.
4. Knowledge of or ability to learn, general procurement practices and various contracting methods (including performance-based contracting).
5. Knowledge of, or ability to, develop and manage a budget with multiple funding and program elements.

Skills:

1. Skill in the use of computers and other office equipment.
2. Written and oral communication skills.
3. Organizational skills.
4. Analytical skills.

Abilities:

1. Ability to establish and maintain effective working relationship with sub-recipients, employees, and the general public.
2. Ability to work under pressure to meet frequent deadlines.
3. Ability to work with individuals and be flexible.
4. Ability to work with minimal supervision.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

Review of Work: supervisor reviews Work.

Analytical Requirements: Assignments frequently involve decisions based in a wide knowledge of many factors where application of various concepts is predominantly required.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.), vehicle.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table with intermittent standing and stooping; must lift light objects (up to 25 pounds) as a requirement of the job; must operate vehicle as a job requirement.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Occasional overtime may be required.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.

To Apply: Email cover letter, transcripts and resume to kellytyra.cecil@kipda.org; the deadline to apply is until the position has been filled.

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