

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Contracts Specialist

FLSA: Exempt

DEPARTMENT: Public Health & Finance

STATUS: Full-time

REPORTS TO: Vice President of Public

LOCATION: Manchester

Health INTRODUCTION:

Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve, is more than an expectation—it is a standard here at Granite United Way.

Granite United Way's commitment to advancing the common good in communities throughout New Hampshire draws power from the social determinants of health model, with an understanding that factors related to clinical care, healthy behaviors, community safety, economic stability and educational achievement are clear predictors of how long we live and how well we live. Granite United Way serves as "host agency" for three regional public health networks in NH: Capital Area Public Health Network, Carroll County Coalition for Public Health, and South Central Public Health Network. In addition, Granite United Way provides leadership and support for multiple statewide efforts in partnership with the State of NH, including the Recovery Friendly Workplace Initiative, COVID-19 Response Efforts, and the 211NH/Doorway Program.

RESPONSIBILITIES:

Under the direction of the Vice President of Public Health, and with shared supervision and guidance from the Chief Financial Officer, this full-time position is responsible for oversight, monitoring, budgeting, and invoicing for government contracts and grants administered by Granite United Way. This position is also responsible for analyzing, developing, and managing the solicitation, administration, and compliance of subrecipient awards, contracts, and agreements. The main duties of this position include budget, contract, and subaward development in collaboration with leadership; financial report development and submission; monitoring and maintenance of programmatic reporting

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in coordination with scope of service leads; data tracking; processing and analysis; and invoicing for cost reimbursable contracts and grants.

1. Manage a portfolio of state and federally funded grants and contracts.
2. Ensure compliance with funder requirements as outlined in each contract or grant agreement.
3. Have a thorough understanding of and stay up to date on OMB Uniform Guidance (2 CFR 200) and other government regulations.
4. Work with scope of service leads to ensure programmatic reporting is timely, accurate, and consistent with contract expectations and auditing procedures.
5. Prepare and coordinate the timely submission of financial reports, budgets, and other requests of funders in partnership with the Vice President of Public Health and the Chief Financial Officer, ensuring compliance with grant/contracts budgets and invoicing requirements.
6. Prepare solicitations and contracts within budget limits established by leadership, and federal and state regulations in accordance with established procurement policies.
7. Review and monitor contract and subaward performance and direct corrective action when appropriate.
8. Assist with the proposal preparation process, including researching funding opportunities, developing budgets, developing narrative, and submitting proposals in a timely manner.
9. Communicate regularly and effectively with state program and finance managers, as well as Granite United Way staff to ensure alignment with contract deliverables and expectations.
10. Process contract and amendment paperwork as needed, working with leadership to obtain proper signatures and authorizations.
11. Develop, review, and process consultant agreements, subawards, and other contracts in accordance with procurement policies, as well as state and federal regulations and guidelines.
12. Work with program staff and finance department to process check requests and maintain appropriate documentation and backup for all transactions. Ensure monthly reconciliation with finance department for all income and expenses.
13. Prepare written reports, both internal and external, regarding individual contracts, groups of similar contracts, contract policy and procedures, problem areas or changes in rules and regulations.
14. Work with programmatic staff to plan and implement projects in alignment with allowable activities and available funds.
15. Compile and analyze data to adequately set and measure outcomes.
16. Support subrecipients with gathering the correct backup documentation prior to submission to the finance staff for processing.
17. Monitor and ensure appropriate spend down for all funding sources and subawards. Prepare and submit budget revisions as needed.
18. Additional duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree in accounting, business administration, finance, community administration/development, nonprofit management, public health or a related field with 3-5 years of relevant administrative and financial experience, or the equivalent in education and experience required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

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2. A minimum of 3 years' experience developing and monitoring government contracts and grants, program budgets, subawards and other agreements.
3. Experience with financial reporting, grant-based accounting, fiscal grants/contracts management of federal and non-federal funds.
4. Expertise in the principles and practices of contract administration, including contractual agreements, budgeting, auditing, procurement process, and fiscal management.
5. Extensive knowledge of OMB Uniform Guidance (2 CFR 200), A-133 Audit Requirements, and all applicable state and federal regulations.
6. Experience developing grant and contract proposals.
7. Experience developing work plans, reports, strategic plans, and other formal communications to various stakeholder groups.
8. Ability to develop and maintain strong, collaborative relationships with key internal and external stakeholders and colleagues.
9. Knowledge of public health related strategies, NH state government, and other relevant state and federal systems.
10. Proficient in Microsoft Office (particularly Excel), databases, and web-based applications (internet, email, social media).
11. Familiarity with accounting principles and accounting software,
12. Ability to follow written and verbal instruction.
13. Excellent verbal and written communication skills.
14. Detail-oriented, strong time management skills, the ability to be self-motivated while operating autonomously, multi-task, and manage deadlines.
15. Ability to work with a diverse team with competing priorities.

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well-lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Ability to travel throughout the territory required
3. Ability to work a flexible schedule, which may include night and weekends
4. Ability to tolerate prolonged sitting and/or standing and to lift to approximately 25 pounds to waist high level whenever necessary.
5. Mobility includes regular sitting, some standing and walking.
6. Sitting, some standing and walking.

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