



JOB ANNOUNCEMENT

Fiscal & Administrative Manager Division of Finance and Administrative Services

The Division of Finance and Administrative Services/Grants Management is seeking a qualified candidate for a Fiscal & Administrative Manager position in Jefferson City. The work hours for this position are Monday – Friday, 8:00 to 5:00.

JOB DUTIES INCLUDE:

This is a highly independent position primarily responsible for financial data analysis and the accurate and timely filing of federal grant reports to the applicable governing federal agencies via manual processes or electronic gateway.

- Responsible for generating, gathering, and analyzing financial and statistical data from various sources and systems such as SAM II Data Warehouse, MOBIUS and/or WebFocus for federal grant reporting.
- Responsible for maintaining a highly organized and accurate audit trail to support expenditures claimed for federal reimbursement. Responsibility also includes accurate and timely state and federal audit resolution.
- Responsible for monitoring expenditures based on state appropriations and federal allocations.
- Responsible for analyzing Department-wide federal earnings and participating in quarterly projection analyses.
- Responsible for updating Department's Cost Allocation Program to ensure compliance with federal requirements, regulations, and the Department's Public Assistance Cost Allocation Plan (PACAP) for approximately \$2.5 billion of costs per quarter.
- Responsible for processing quarterly cost allocation using Department's Cost Allocation program, updating all supporting documentation, and timely and accurate completion of approximately 37 federal financial grant reports and related submissions
- Responsible for analyzing departmental expenditures for allowability and appropriateness per federal guidelines and regulations.
- Responsible for reconciling expenditures and federal draws for various grants received.
- Responsible for reviewing and coding exception listing for Family and Children Electronic Services (FACES) payroll on a weekly basis.

- Responsible for completing quarterly reconciliation of foster care, adoption, and guardianship payments from FACES to SAM II
- Responsible for maintaining current operating manuals and Standard Operating Procedures to document changes and ensure best practices.
- Assisting the Grants Unit Manager and Assistant Grants manager with special projects and other duties as assigned.

QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and,

Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility.

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

(Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.)

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)

Must have experience using Microsoft Access & Excel.

SALARY RANGE: \$2,049.67 - \$2,130.17 Semi-Monthly

TO APPLY: Please send your cover letter, resume, transcripts and a completed DSS Employment Application <https://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is January 23, 2019. Applications will be subject to review prior to scheduling interviews.