

ASSISTANT DIRECTOR FOR FINANCIAL COMPLIANCE: This position is responsible for ensuring that all financial operations within the organization adhere to internal policies, state regulations, and industry standards. This role involves fiscal monitoring, overseeing financial reporting and providing guidance on compliance matters to support accurate and transparent financial practices.

1. Performance - Regular Assignments:

- **Fiscal Monitoring:** Coordinate and conduct risk-based fiscal monitoring of grant programs through site visits and desk audits, compiling findings into final reports.
- **Recognition Process:** Assist in evaluating community college compliance with financial standards through on-site visits and report preparation.
- **Regulatory Compliance:** Research and ensure compliance with state and federal grant guidelines, providing technical assistance and training on GATA, Uniform Guidance (2 CFR 200), and EDGAR.
- **Audit Support:** Assist with audit responsibilities and grantee prequalification under GATA.
- **Risk Assessment:** Review and approve Internal Control Questionnaires (ICQ), evaluating grantee risk conditions.
- **Data and Report Management:** Verify accuracy of financial submissions, resolve discrepancies, and consolidate reports.
- **Tracking and Reporting:** Maintain tracking databases for submission deadlines and send reminders for overdue reports.
- **Financial Reconciliation:** Reconcile grantee expenditures and process credit hour claims, providing annual certifications.
- **Other Duties:** Perform other duties as assigned

Minimum Qualifications:

- Bachelor's degree in business administration, accounting, finance, economics, or a field related to the position.
- Knowledge of grant monitoring; audit methods, standards, and procedures; or financial management concepts and practices.
- Ability to review account records, statements, and documents for irregularities and noncompliance.
- Ability to interpret state and federal laws and regulations governing accounting practices, grant management, and higher education.

Additional Desirable Qualifications

- Ability to prepare written documentation of findings in a logical and concise manner.
- Experience with complex research techniques and projects.
- Experience with state agency or higher education funding.
- Experience with, or adequate knowledge of, the community college system.
- Experience with Microsoft Office products, particularly in creating Excel spreadsheets and use of formulas.
- Ability to communicate effectively orally and in writing.