



Madison County Vacancy Announcement

American Rescue Plan Act Grant Manager

Position Summary:

The Grant Manager serves as the Investigator and administrator for all ARP Act funding received by Madison County Government. The Grant Manager is the primary individual responsible for the preparation, conduct and administration of all COVID related grant awards and funds. The Grant Manager is responsible for the management and reporting of all COVID-related funds and for managing and monitoring the integrity of any collaborative relationships. Additionally, the Grant Manager is responsible for the direction and oversight of compliance, financial, personnel, and other related aspects of the grant awards and for coordination with other Madison County Government personnel to assure funds are spent in accordance with federal regulations and County agency policies and procedures. The Grant Manager also oversees interim and year-end reporting for grants and holds a vital role in the preparation of required Single Audit schedules.

This position is a temporary grant funded position and will work 29 hours or less per week. This position reports directly to the Finance Officer.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Oversees administration of all ARP Act and COVID-related project funds.
- Coordinates with Madison County Government personnel to determine whether the project charges are allowable and allocable in accordance with federal regulations and university and sponsoring agency policies and procedures.
- Verifies the authenticity and accuracy of expended funds.
- Ensures that the grant operates efficiently; streamlines grant administration and follows fiscally sound practices.
- Supports and endorses cooperation with Madison County compliance and monitoring

efforts related to financial management and reports instances of noncompliance to the appropriate compliance office.

- Verifies that appropriate budgets and cost projections are prepared to deliver the proposed project scope.
- Prepares or coordinates with department administrator to prepare categorized budget and justification and confirm accuracy and completeness of budgeted costs.
- Complies with terms of award acceptance, including technical, progress and compliance reporting requirement in accordance with federal regulations and university and sponsoring agency policies and procedures.
- Submits accurate and timely closeout documents to applicable federal agencies, Madison County Government departments, and the sponsoring agency in accordance with federal regulations and Madison County Government policies and procedures
- Conducts internal audits and coordinates and assists in audits of outside agencies.

Education:

Bachelor degree in Business Administration, Finance, or related fields

Knowledge, Skills, and Abilities:

- Budgeting and accounting experience.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting
- Knowledge of auditing policies.
- Knowledge of Local Government financial processes and procedures

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional physical requirements:

- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

Salary:

Dependent on experience; minimum pay rate: \$22.00