

Position Announcement

The Office of Criminal Justice Programs, within Tennessee Department of Finance and Administration, has a **Grant Management Position Opening** – Financial Grant Manager, Planning Analyst 4 (executive service; pay grade 30, with an average salary range between \$40,000 – \$50,000 annually, based on experience and qualifications).

OCJP functions as a strategic planning agency that secures, distributes and manages federal and state grant funds to state and local government agencies as well as non-profit agencies. These grant monies support innovative projects statewide in efforts to reduce criminal activity, provide services for victims of crime and promote overall enhancement of the criminal justice system in Tennessee. The ideal candidate must possess the knowledge and skills necessary to manage the financial requirements associated with the various federal and state grants. A strong background in financial operations, laws, and terminology as it relate to federal grant programs is essential.

As such the minimum qualifications include:

- Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional accounting or auditing work;
- Intermediate knowledge of auditing principles and practices; accounting principles and practices; and mathematics (Algebra, Statistical sampling);
- Experience with ensuring that accounting systems meet compliance requirements for the various programs
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience;

Responsibilities include:

- Assist with the preparation of financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements
- Maintain a reconciliation system for federal/state funds awarded/appropriated
- Coordinate and work with the F&A Office of Business and Finance on the administrative financial responsibilities of OCJP
- Explain, interpret and train program managers and subrecipients on financial compliance requirements pertinent to federal, state and other regulations
- Provide assistance with subrecipient monitoring as needed.
- Assist with the preparation of budgets for federal grants as requested by program managers
- Review the financial aspects of subrecipient applications, contracts, amendments, etc., as requested by program managers (i.e., budgets, contract amounts, matching, etc.)
- Exercises effective communication skills and professionalism with internal and external customers, and co-workers.
- Attend financial management trainings
- Other duties as assigned

The position focuses on ensuring compliance with the state contract, federal award requirements and the OCJP Administrative Manual. Duties may require travel.

If interested in this opportunity, please send a cover letter and a resume to [Janet Stewart@tn.gov](mailto:JanetStewart@tn.gov). Please share this announcement with other appropriately qualified individuals who would be interested in this opportunity.

The State of Tennessee is an Equal Employment Opportunity Employer.