

**CHILDREN'S ADVOCACY CENTERS OF MISSISSIPPI  
FINANCIAL AND GRANT SPECIALIST  
JOB DESCRIPTION**

**Children's Advocacy Centers of Mississippi is the professional member association for children's advocacy centers (CACs) throughout Mississippi. CACM is proud to be a part of improving the process of child abuse investigations in Mississippi and assisting local CACs in every way possible to better respond to child victims of abuse.**

**REPORTS TO:** Executive Director

**GENERAL RESPONSIBILITIES:**

Under the supervision of Executive Director and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors the Financial and Grant Specialist, provides fiscal and grants management for the agency. This includes application review, risk assessments, monitoring plans, technical assistance, and other grant related activities for the local children's advocacy center contracts with Children's Advocacy Centers of Mississippi.

The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

The employee must be a self-motivated professional to meet the day-to-day functions of the agency. The employee must also maintain and maximize the image of the Children's Advocacy Centers of Mississippi through his/her interface with state and national agencies, all public and private entities, and member CACs.

**Job Requirements:**

- Ability to work with multiple budgets as well as composing overall agency budget
- Ability to work with QuickBooks and Excel
- Ability to work with different requirements, definitions, deadlines, etc. with different funders/sources of monies.
- Ability to understand accounting principles
- Ability to understand an audit and audit requirements
- Ability to commit to the mission and goals of agency and the reflection of such through the fiscal aspect of the agency
- Ability to demonstrate maturity in handling stress of ebb and flow of cash-both in professional demeanor and in working with funders to resolve the holdup in funds being released
- Ability to express professional ethics as demonstrated in prior work history and through references
- Ability to manage payroll, including state and federal requirements and taxes
- Ability to monitor budget utilization and recognize issues that need the attention of the Executive Director

- Ability to maintain employees benefits and leave records
- Ability to answer calls from victims and assist with providing appropriate referrals or assistance filling out the Crime Victims Compensation information.

**Examples of work performed:**

- Responsible for managing bills and payments for the agency.
- Responsible for record keeping of documentation for invoices, bills and payments.
- Responsible for managing the operations and administration of state, federal and private grants for the organization.
- In collaboration with the Executive Director, oversees and directs the grant application process including coordinating efforts with other local programs.
- Assists in developing and implementing grant award activities such as determining funds available and methodology for awarding funds.
- Directs the risk assessment and grant monitoring program to help ensure compliance with grant standards.
- Provides quality control reviews of request for reimbursements, grant budget amendments, and tracking budget to actual trends to determine if additional action is needed.
- Maintains tracking system to ensure grants are being spent as expected and creating executive level reports for staff and board use.
- Conducts on-site monitoring visits as a part of the risk assessment program and develops and monitors corrective action plans.
- Reviews local center financial statement audits and monitors centers' corrective action plans for rectifying significant findings or concerns.
- In conjunction with Executive Director, develops special conditions and other action plans for handling issues with non-compliant centers.
- Coordinates grant close out activities.
- Directs CACMs interpretation of grant standards related to allowable costs, cost allocation, administrative requirements, audit requirements, etc.
- Develops and delivers training materials and curriculum to assist local programs in understanding and implementing grant requirements while maximizing use of funding to achieve and enhance organization's mission and delivery of services. This may be done via webinars, in person sessions, or statewide training sessions.
- Coordinates with CACM staff to implement delivery of technical assistance, training, and monitoring activities to local programs.
- Assists with implementation of organization strategic plan.
- Performs other responsibilities as appropriate and necessary.

**Minimum Requirements:**

*Education:* Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

*Experience:* Three years of grant management experience, preferably managing government grants. Solid computer skills including word processing and spreadsheet design. Excellent customer service skills

Ability to travel up to 40%.  
Acceptable criminal background check  
Valid driver's license and insured vehicle

**Preferred Skills/Knowledge/Experience:**

Prior experience with state and federal grants. Knowledge of state and federal grant standards. Non-profit management experience and/or a finance/accounting background. Strong analytical skills and attention to detail. Ability to identify problems and offer solutions. Comfortable taking initiative and making judgment calls. Excellent time management, communication and organizational skills. General knowledge and familiarity with the children's advocacy center model and movement in Mississippi.

**Desirable Personal Requirements:**

Maturity, a positive attitude, flexibility, high professional standards and ethics. Ability to get along with a wide variety of people and provide positive service to member organizations.