

THE COUNCIL OF STATE GOVERNMENTS

TITLE: Grants Manager
REPORTS TO: Chief Financial Officer
LOCATION: Lexington, KY

The Council of State Governments (CSG), a 501 (c)(3) not-for-profit organization, is the nation's only organization serving all three branches of state government. CSG is a region-based forum that fosters the exchange of insights and ideas to help state officials shape public policy. This offers unparalleled regional, national and international opportunities to network, develop leaders, collaborate and create problem-solving partnerships. To learn more about CSG, please visit us at www.csg.org

CSG is currently seeking a grants manager at our Lexington, KY headquarters to oversee all contract and grants-related issues. The grants manager will work closely with the chief financial officer, accounting staff and legal staff. Job responsibilities include, but are not limited to:

- Developing, implementing and administering all aspects of grants and contracts including compliance monitoring and financial reporting.
- Analyzing and performing reconciliation of accounts and financial records.
- Acting as the primary contact for federal agencies on federal grants and contracts.
- Acting as the liaison on budget issues between federal employees and CSG program managers.
- Assisting CSG program managers with the preparation of contract and grant proposals.
- Ensuring financial compliance with all state and federal regulations and foundations guidelines.
- Providing final approval of contract and grant proposals prior to submission to contractors, granting authorities and agencies.
- Recordkeeping of all grants and contracts to ensure compliance with related state and federal regulations and foundation guidelines.
- Ensuring that all grantor reporting requirements are completed in an accurate and timely manner.
- Monitoring and approving expenditures during the term of grants and contracts.
- Leading, directing and supervising one administrative staff.
- Developing and implementing improved systems for reporting and communicating financial information.
- Preparing grant documents and schedules to successfully complete an A-133 audit.
- Representing CSG regarding audits and inquires by granting agencies.
- Other duties as assigned by the chief financial officer.

EDUCATION/EXPERIENCE:

- Bachelor's degree in accounting, finance or related field preferred.
- A minimum of 3 years' experience managing federal grants in a not-for-profit, university, government or related environment.
- Working knowledge of compliance requirements for federal grants.
- Working knowledge of OMB Circular A-122, *Cost Principles for Non-Profit Organizations* and A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*.
- Working knowledge of financial and grant accounting.

- Ability to adapt and become proficient in financial software packages. Working knowledge of Blackbaud Financial Edge is a plus.
- Excellent verbal and written communication skills
- Working knowledge of Microsoft Office products (Word, Excel, Outlook) and other PC applications and programs.

Relocation assistance is not available with this position.

APPLY:

To apply, click [here](#) and provide the following in Word or PDF format **no later than December 14, 2011:**

- Cover letter
- Resume
- Salary History