

RECRUITING ANNOUNCEMENT

Grants Compliance Officer

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Grants Compliance Officer primarily for Nevada's State Small Business Credit Initiative (SSBCI) Program. This position will provide post award administrative guidance for this federal grant extending to 2030 and potentially beyond.

This position will perform grant management functions and provide administrative oversight, Federal reporting, and support for programmatic data systems to ensure complete and accurate, internal and external reporting. The position will also closely interact with the contracted state-sponsored non-profit entity, Nevada Battle Born Growth Escalator, Inc., which will administer the lending and investment activities of the SSBCI Program.

Core Functions & Responsibilities:

Grant Management Duties

- Monitors programmatic and financial progress throughout the term of the grant. Provide updates and feedback to relevant staff and assist in identifying and developing necessary adjustments.
- Prepares, reviews, and assists in the preparation of required programmatic, financial, or other reports and documents. Submits and maintains records of submission of such reports and documents.
- Prepares quarterly SSBCI reports to United States Treasury following federal guidelines.
- Reviews grant agreements to identify reporting and other compliance requirements, and communicates requirements to responsible parties.
- Enforces compliance and ensures consistency with federal and state regulations, state policies and practices, close-out practices, and agency policies and procedures.
- Provides expert advice and guidance to staff regarding sponsored awards and appropriate administrative processes.
- Monitors schedules and tools to ensure preparation, and timely submission of required reports and other contractual obligations.
- Collects and prepares all relevant financial information for award close-out.
- Assists in solving financial problems related to the administration of awards.
- Reviews, interprets, and implements sponsoring agency terms and conditions.
- Reviews MOUs, subcontracts, and other agreements related to grant applications and contracts.
- Assists with state contracting processes and associated documentation, and assists with review committee presentations, if required.
- Communicates requirements and provides technical assistance to grant subrecipients and subcontractors.

- Monitors subrecipient compliance with regulations and the requirements of their subrecipient agreements through site visits, audits, and other mechanisms applicable to subrecipient monitoring.
- Provides recommendations to organization staff and subrecipient managers related to policies, procedures, systems and records to assure adherence to grant agreements, government regulations, and organizational needs and objectives. Conducts internal compliance reviews of grant programs.
- May provide information for audits.
- Potential to serve as a member of the SSBCI Credit Review Committee, if experience level is met.

Accounting / Bookkeeping Duties

- Pays bills
- Handles banking
- Ensures all financial data is accurate, timely, correctly documented, useful for intended purposes and compliant with all applicable standards.
- Contributes to monthly, quarterly, and annual financial closing and reporting.
- Uses Quickbooks for accounting activities
- Liaison with managers to develop reports
- Maintains data integrity
- Communicates and resolves issues with appropriate funding agencies

Knowledge/Skills/Abilities/Experience:

- 1-year minimum experience is required in banking, lending and accounting. Longer experience is a plus.
- 2-year minimum experience is required of federal grant reporting and compliance.
- An understanding of the rules and regulations associated with federal and state grants and contracts.
- Working knowledge of Quickbooks is a plus.
- Demonstrated ability to read, understand, and apply government regulations, policies, procedures and instructions.
- Detail-oriented with excellent verbal, written and interpersonal skills.

Salary and Benefits:

\$75,000 - \$100,000 annually, depending on experience. This position will be full-time, non-classified and exempt.

One to two days remote work per week is negotiable.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

Location:

Carson City, Nevada

To Apply

Interested applicants must email or mail a cover letter and resume to:

Michelle Sibley, Director of Human Resources, Diversity and Inclusion
Nevada Governor's Office of Economic Development
808 W. Nye Lane
Carson City, NV 89703
msibley@goed.nv.gov

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.