



*LOCAL INITIATIVES SUPPORT CORPORATION*

## **Job Description**

### **Government Compliance Analyst**

#### **Background**

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Government Compliance Analyst, Grants and Contracts Management Department. LISC is a national non-profit organization which provides financial and technical assistance to community development corporations (CDC's) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

LISC currently has more than \$70 million of government funds and has applied for millions more in competitive local and national grants. The Grants and Contracts Management Department is responsible for ensuring that these contracts are administered properly, and in this capacity, oversees compliance, financial analysis and program planning/reporting for these contracts. The Department is responsible for providing extensive technical assistance to LISC's field offices nationally that manage government funds.

#### **Principal Areas of Responsibility:**

- ◆ Ensure that government grant compliance requirements are being met by LISC field staff, CDCs and vendors they fund;
- ◆ Provide technical assistance and problem solving to LISC local field offices and national programs to ensure compliance with requirements for federal, state and local government contracts;
- ◆ Review compliance requirements for all new government contracts, according to OMB circulars, codes of federal regulations (CFR), the American Recovery and Reinvestment Act, other federal funds and program specific requirements as necessary;
- ◆ Review program action requests to be funded with government funds for allowability of costs and compliance with specific contract requirements and applicable OMB and CFR regulations;
- ◆ Review, approve and coordinate with the Accounting Department federal grant disbursement requests to ensure that they are consistent with contract terms and any applicable federal regulations;

- ◆ Conduct compliance site visits to LISC sites and their funded CDCs around the country as necessary;
- ◆ Assist with the implementation, reporting and management of the Neighborhood Stabilization Program (NSP) Technical Assistance contract and support efforts to monitor compliance with federal and program requirements.
- ◆ Track and review CDC audited financial statements and compliance site visits reports;
- ◆ Support LISC's A-133 annual Audit, and provide data for local audit requests;
- ◆ Collect, coordinate, review and track information on private match required for new and existing government contracts, including eligible LISC privately-funded actions and match provided by sub-grantees.

**Qualifications and Skills:**

- Master's degree preferred;
- Self-starter with three to five years of related professional experience;
- Solid knowledge of federal government contract regulations, including OMB Circulars;
- Strong analytic skills and experience, especially in federal grants administration;
- Strong project management experience and skills;
- Ability to collaborate effectively with a wide range of public and nonprofit partners is a must; good interpersonal skills necessary;
- Familiarity with the Neighborhood Stabilization Program is a plus; and
- Some travel is required. This position is based in NYC.

LISC offers a competitive salary and excellent benefits.

**For consideration, please forward a cover letter and resume to:**

Maria Marcos Arnaud  
Deputy Director, Grants and Contracts Management  
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