



LOCAL INITIATIVES SUPPORT CORPORATION

Job Description

Government Compliance Analyst

Background

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Government Contracts 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 grants requirements are being met by LISC staff , as well as the Community Development Organizations (CDCs) and vendors receiving funding through LISC;
- ◆ Provide technical assistance to LISC local field offices and national programs to ensure compliance with financial and programmatic requirements for Federal, State and Local government contracts;
- ◆ Ensure that LISC field staff complies with company policies and procedures for managing government contracts. Develop and update compliance policies and procedures as necessary;
- ◆ Review compliance requirements for all new government contracts according to OMB circulars and codes of federal regulations;
- ◆ Work in coordination with field staff and the Finance and Legal Departments during the contract implementation phase to identify procedures, tracking mechanisms and internal control systems;
- ◆ Work with Government Financial Analysts to perform periodic reviews of contract budgets, allocations, and spending rates.
- ◆ Collect and track information on private matching funds required for government contracts;

- ◆ Analyze and review additional sources of private match and coordinate match resources during the development phase of new applications;
- ◆ Review and track compliance site visits reports and audited financial statements of CDCs funded by LISC;
- ◆ Support LISC's A-133 annual Audit, and provide data for local government funded contract audit requests;
- ◆ Provide assistance for LISC field offices and national programs to manage government contracts and sub recipients by providing periodic reports on compliance.
- ◆ Review program action requests to be funded with government funds for allowability of costs and compliance with specific contract requirements and applicable OMB regulations;
- ◆ Conduct compliance site visits to LISC sites and their funded CDCs around the country as necessary;
- ◆ Assist to develop and provide training to local field office staff about management of government contracts and compliance with applicable regulations.

Qualifications and Skills:

- Master's degree in a relevant field strongly preferred;
- Self-starter with three to five years of related professional experience;
- Strong analytic skills and experience, especially in federal grants administration;
- Solid knowledge of federal government contract regulations, including federal OMB Circulars;
- Solid knowledge of nonprofit financial statement analysis, including auditor reports and A133 audit packages;
- Knowledge of federal financial reports (SF- 425) to funding agencies including SF 425s preferred;
- Advanced Excel and Access capabilities;
- 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;
- 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:

Marcela Perez
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LISC
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