



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Program Assistant I – Grants and Contracts
REPORTS TO: Director of Finance and Underwriting
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: Chicago, IL

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

Background

The Chicago office of the Local Initiatives Support Corporation (LISC) seeks a Program Assistant I, Grants and Contracts. This position reports to the Director of Finance and Underwriting.

LISC Chicago is seeking a Program Assistant, Grants and Contracts, to provide oversight and detailed management of all private and publicly-funded grants and contracts as well as to perform a number of other tasks related to resource development and fundraising. This position will work with LISC Chicago staff and liaison with National LISC staff to manage the execution, compliance, vouchering, disbursement and reporting on grants and contracts funded with government dollars. The person also builds capacity of LISC Chicago's nonprofit partners, working with them to financially manage and report on government and private grants.

Responsibilities

The Program Assistant, Grants and Contracts will provide high-level administration of all grants and contracts, financial reporting and analysis of grantees, and conduct due diligence and compliance site visits of government-funded grantees. The successful candidate will have a background in accounting, bookkeeping and grants management, strong attention to detail, excellent customer service skills, strong computer skills, including demonstrated competence in Microsoft Word, Excel, PowerPoint, Adobe Acrobat, MS Windows and the Internet, as well as previous experience reviewing financial statements.

Specifically, the Program Assistant will be responsible for:

Grants and Contracts Processing

- Prepare new requests for program actions (RPAs) for outgoing government grants and contracts (with support from Program Officers) in the National LISC RPA system.
- Conduct due diligence and site visits for LISC grantees (with support from Program Officers).
- Monitor and communicate with Program and Management staff regarding contract management.
- Prepare and maintain effective records/files of all contract or grant activity.
- Process or communicate with National LISC for disbursements and/or de-obligations.
- Review and respond to regular National Grants & Contract Management reports regarding grant and contract processing.

Federal, State and Local Government Grant Compliance

- Prepare documents for new and renewing local city and state contracts.
- Review the executed government contracts and become familiar with the specific compliance requirements for the contract and compliance procedures for LISC.
- Communicate requirements with program and management staff.
- Maintain up to date understanding of contract(s) reporting requirements and formats and communicate changes to program and management staff.
- Ensure systems are in place to gather all information required to meet internal and external reporting requirements.
- Work with LISC national and local Program Officers to ensure all contracts are properly closed-out, and serve as point person on all government contract audits.

Voucher Preparation and Submissions

- Support and review grantees in the preparation of vouchers.
- Review voucher packages and submit to National LISC or to local funders.
- Work with the Director of Finance and Underwriting to coordinate with National LISC, Program staff and Management on all issues relating to contracts or grants.
- Serve as the primary point of communication for grantees on all compliance and voucher questions.
- Work with the Director of Finance Services and/or Program Officers to provide technical assistance to grantees on government contract management.
- Work with Director of Finance and Underwriting to ensure effective reporting of grants, contracts and other budgeted items.

Qualifications

- Bachelor's degree from an accredited college or university preferred in Accounting, Finance, Business Administration or related field;
- Experience reviewing nonprofit financials and financial reports;
- Experience reviewing and managing government grants, contracts and vouchers;
- Self-directed, able to work under minimal supervision, well-organized and very detail-oriented;
- An effective communicator – with proven oral and written skills;
- Flexible and poised in dealing with a diverse range of individuals and organizations;
- Proficient in computer programs (as listed above); and
- Familiar with or interested in the field of community development.

LISC offers a competitive salary and benefits package.

Qualified candidates should email a resume and cover letter to Barbara Beck, Director of Finance and Underwriting, LISC Chicago at bbeck@lisc.org.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER

COMMITTED TO DIVERSITY AND INCLUSION