



## Job Description

**Job Title: Grant Compliance Specialist**

**JTC: DAF**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the continuous monitoring of federal and state grant financial and operational activities to ensure compliance with applicable OMB Circulars, grant provisions, District policies, local, state and federal requirements as well as program policies and procedures.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience monitoring grant compliance functions following district policies and procedures and Federal Agency guidelines. Ability to independently coordinate, manage and complete assigned duties and projects in a timely manner.

Knowledge of business and management principles involved in the risk management process. Ability to analyze problem situations, identify feasible solutions, and present recommendations in a concise, logical and systematic manner. Knowledge of internal controls and the ability to analyze and apply.

Ability to adapt to change and learn and integrate specialized and/or upgraded software packages utilized by the district. Ability to partner with others across the district and externally to exchange information, collaborate on projects, share resources, etc. Proven success in following through and completing projects.

Ability to identify underlying principles, reasons or facts of data information by breaking down information into separate parts and creating understandable reports. Ability to routinely and independently exercise sound judgment in making decisions. Ability to prioritize, multi-task with high attention to detail. Advanced computer skills and demonstrated experience with office software and email applications.

Ability to utilize computer technology to access data, generate reports, prepare spreadsheets/reports, and inter-office communications. Oral and written communication skills in presentation of results and recommendations for improvement, and to support interaction with individuals from diverse backgrounds. The ability to provide quality customer service.

### PHYSICAL REQUIREMENTS



Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three years' experience in grant management, compliance, monitoring and/or operations. Must have valid driver's license for off-site travel. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for oversight and supervision of all grants to ensure program activity is consistent with all local, state and or federal requirements as well as program policies and procedures. Attend meetings, webinars and conferences with grant program staff to develop an understanding of the specific grant and business processes involved in managing grant compliance.

Examine the activities and proposals of the grant to determine if proper internal controls are in place to manage the day to day operations of the grant. Work with Grant Accountants and Grant Program Manager to identify problems and issues as required.

Cultivate a working environment of learning, valuing, encouraging and supporting differences to achieve the districts strategic plan. Review grant compliance operations and provide recommendation's to Grant Program Directors and staff for process improvements. Provide support to Internal Auditors by performing audit testing to detect any financial misstatements.

Perform risk assessments on grant activities and use this information to add or omit processes in internal audits. Collect, compile and analyze data to evaluate the Federal Agency's regulations and prepare compliance and progress reports. Ensures that required reports are being submitted to the appropriate funding agencies on a timely basis as required by the grants. Performs on-site or desk top review audits and document outcome of audit.

Support others by explaining the DCCCD policies and OMB rules and regulations when evaluating the internal controls of the grant programs. Present pertinent information and responses to request from management, program directors, program staff, internal auditors and grant accountants.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*