



## **Funds Tracking & Compliance Manager**

### **Job Description**

Updated September 2024

**Non-exempt Employee (1.0 FTE)**

**Starting Salary Range: \$55,000 – \$62,500 DOE, Pay Level 3**

**Reports to the Partnerships & Fund Development Manager**

#### **Job Purpose**

The Funds Tracking & Compliance Manager position is responsible for tracking and coding program expenses, revenue, and time, and ensuring the compliance and administration of private, state, and federal grants and subcontracts. This must be consistent with the expectations outlined in RDI, contractor, state, and federal policies and procedures. This position reports to the Partnerships & Fund Development Manager and works closely with the Deputy Director and Operations Manager to manage compliance and partner relationships with many funders and vendors.

This position streamlines grant and contract transactions through all aspects in the grant making lifecycle including application, due diligence, approval, recording, knowledge management, and reporting.

#### **Primary Responsibilities**

- Track grant and contract expenditures, sub recipient payments, and receivables to ensure accurate records, timely spending, resolve variances, and prevent unallowable expenditures
  - Process and maintain records for monthly accounts payable transactions and staff expense reports
  - Coordinate the execution of all consultant contracts
  - Prepare invoices and manage accounts receivable
- Ensure compliance and required reporting in accordance with federal, state, and private funding regulations
  - Review grant and contract agreements, monitor cost and personnel expenditures, track deadlines, and maintain required registrations (e.g., SAM.gov)
  - Monitor and assure compliance with project schedules, budget, and work quality
  - Prepare financial reporting documents
- Track and communicate reporting deadlines, and prepare (in collaboration with program managers) and submit progress and summary reports, ensuring accurate recordkeeping of grant activities
- Work with others to develop, initiate, maintain and revise policies and procedures for the general operation of grants management and contracting activities
- Create positive working relationships and maintain open and regular communications with external funders, internal fund development staff, program managers and directors, finance staff, and other applicable RDI staff to track progress toward meeting objectives and address any grant management compliance issues



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- Assist in developing competitive grant proposals, reviewing budgets, and facilitating award negotiations to align expenditures with programmatic goals
- Assist with the organization and maintenance of company files, and ensure accurate and concise data entries, from hard copy and electronic sources
- Work with RDI staff to promote and market the impact of grants received
- Conduct research to identify available grant opportunities and evaluate the results with program staff
- Maintain detailed records, databases, notes, and company files related to funders and grant opportunities

### **General Responsibilities**

- Participate in general and shared RDI functions on a rotational basis as part of the team
- Maintain RDI's core organizational competencies as outlined in the Employee Handbook
- Contribute to RDI's welcoming culture by treating others with respect and valuing their uniqueness
- Embrace and support RDI's efforts to advance diversity, equity, and inclusion within the organization
- Contribute to a diverse, collaborative team environment and promote inclusion and cultural responsiveness
- Support RDI's sustainability (green) practices
- Follow RDI's financial project management guidelines in the Employee Handbook as appropriate to the position
- If based at the Coburg Office:
  - Actively participate as a member of the office team by responding to or directing inquiries to appropriate staff, answering phones, processing incoming mail, and greeting or assisting visitors
  - Provide support in the upkeep and maintenance of the Coburg office on an ongoing basis
- Perform other duties as assigned

### **Required Qualifications and Skills**

- Bachelor's degree from an institutionally accredited college or university
- Two years on the job experience in grant administration or accounting
- Knowledge and technical expertise in understanding and carrying out grant and contracts agreements and compliance requirements
- Self-starter with a high level of initiative and the ability to work efficiently and effectively with minimal direction
- Must have strong attention to details, deadlines, and policy and procedure requirements
- Effective time management, prioritization, and multi-tasking skills
- Experience communicating and managing projects within a virtual and highly collaborative work environment



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- Handle sensitive information in an appropriate and confidential manner
- Flexibility and adaptability
- Strong professional and friendly communication skills in person, on the phone/video, and in writing
- Ability to communicate well with people from diverse backgrounds and cultures. Bilingual (Spanish) is a plus
- Passion for vital rural communities
- Comfortable connecting with external stakeholders and funders including CEOs of organizations, businesses, and foundations
- Expertise in Microsoft Office Suite, database software, and navigating online grant and partner portals
- Experience working in the nonprofit or government sector and working knowledge of government grant reporting is desirable
- Designation of Certified Research Administrator (CRA), Certified Financial Research Administrator (CFRA) or Certified Grants Management Specialist (CGMS) may be rewarded

### Work Environment

- This position can be based at RDI's office in Coburg, OR, or in a home office within RDI's Pacific Northwest region
- Flexible work schedules within established hours of operation
- RDI maintains a highly collaborative and primarily virtual work environment
- Occasional regional or out of state travel is required, and virtual work exceptions may be available
- Duties may occasionally require long days, evening, or weekend hours to match project deadlines and design
- May require the ability to bend, push, pull, grasp, and lift up to 30 pounds
- May require sitting or standing for long periods of time

### What We Offer

- A 36-hour work week
- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- AAA Plus membership, and Travel Child/Pet Care Reimbursement (eff. 1/1/25)
- Generous Paid Time off (PTO) policy and eleven paid holidays
- Up to 12 weeks of paid family and medical leave through state benefit programs and short-term disability
- On the job training along with ongoing professional development
- Monthly phone/internet stipends, amount dependent upon position
- 2.5% bilingual/cultural premium
- Sabbatical after ten years of service



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### Terms of Employment

Successful candidates must:

- Provide proof of eligibility to work in the United States.
- Compliance with our youth protection policy is required and disclose any substantiated findings or any ongoing investigations related to sexual misconduct as required by RCW28B.112.080
- Pass a criminal background check. Note: information learned during the criminal background check will not necessarily preclude employment but may be a factor in eligibility for the position

### Application Process

This position is receiving applications until October 31, 2024 at 11:59 PM PST. RDI will conduct initial interviews with selected candidates via Zoom and will arrange the format of final interviews with the chosen finalists. If you have questions or need assistance during the application or search process, please contact Bryan Baker at [hr@rdiinc.org](mailto:hr@rdiinc.org).

Please submit: (Incomplete applications not considered.)

- Cover letter
- Resume
- Professional writing samples

Email to: [hr@rdiinc.org](mailto:hr@rdiinc.org)

Mail to:

91017 S. Willamette St.  
Coburg, OR 97408

### Requests for Reasonable Accommodations

We are committed to providing reasonable accommodation for pregnant people and individuals with disabilities, including in the application process. If you need reasonable accommodations to participate in the application or interview process, please send an email with the subject line "Reasonable Accommodation Request" to [hr@rdiinc.org](mailto:hr@rdiinc.org).

### Commitment to Inclusive Hiring Practices

Research indicates that members of marginalized communities tend to underestimate their qualifications, and only apply when they meet all the criteria in a job posting. If you are excited about this opportunity but are unsure if your experience aligns with the job description, we encourage you to apply. We would appreciate the opportunity to consider your application and how your talents and experience can bring value to this role.

Rural Development Initiatives is an equal opportunity employer, and we do not discriminate in hiring or employment on the basis of race, color, religion or belief, gender, pregnancy, national origin, citizenship, marital or domestic partnership status, sexual orientation, gender identity or expression, age, disability, military or veteran status, physical characteristics such as height and weight, or any characteristic protected by federal, state, or local law.