

Fiscal Monitor / Grants and Contract Analyst

Position Description

Title: Fiscal Monitor / Grants and Contract Analyst

Employee Name: Southeast Louisiana Area Health Education Center

Supervisor: Program Monitor Supervisor

Purpose: This position is responsible for assisting in grants and contract management within the Louisiana Department of Health (LDH), Office of Public Health (OPH), STI/HIV/Hepatitis Program (SHHP). The ideal candidate for the Fiscal Monitor / Grants and Contract Analyst position is highly organized, with the ability to implement systems and follow-up processes, and effectively communicate proper rules and regulations for monitoring Ryan White Part B and HOPWA sub-awards, their specifications, requirements, objectives, and management across all departments of the organization. This position requires critical-thinking skills, sound judgment, and flexibility while working in a complex, fast-paced environment.

Responsibilities:

- Manage and support grants compliance and process implementation for the organization. Monitor changes in grant requirements to determine their impact on policies and procedures. Assist in developing and enforcing policies and procedures to ensure adherence to Federal and State regulations.
- As part of the fiscal monitoring site visit team, work closely with program monitors to schedule and conduct annual site visits.
 - Provide technical assistance to sub-recipients to ensure compliance with Federal and State regulations, program guidelines, and contractual obligations.
 - Prepare the fiscal portion of site visit reports and collaborate with sub-recipients on fiscal corrective action plans.
 - Participate and present during sponsor site visits.
- Advise management on streamlining the contracting process to ensure compliance with Federal requirements. Advise program staff on sub-recipient performance and make recommendations for program improvements. Identify and develop strategies to optimize the grants administration process for recipients and sub-recipients.
- Review and monitor sub-recipient invoicing, accounting, reporting, and other administrative/fiscal functions to ensure successful execution of grant compliance processes. Monitor and analyze sub-award amounts, budgets, expenditure trends, and closeout requirements.

- Draft, negotiate, and process programmatic and budgetary contracts. Monitor contracts for adherence to deliverables and ensure service providers comply with Federal/State guidelines and maintain financial solvency. Perform internal program and contract audits for compliance and make recommendations to address findings.
- Maintain records of all payments and receivables for grant-related fiscal activities.
- Support internal process improvement and knowledge sharing. Provide training to new staff on federal and programmatic requirements applicable to Ryan White part B and HOPWA programs.
- Assist Supervisor with the internal RFX processes and other procurement/bid processes.
- Perform related additional work, produce ad-hoc reports, and support Supervisor and Business Operations Manager as assigned.

Qualifications:

Education (required): Bachelor's degree with a concentration in healthcare administration, finance, or accounting.

Experience (required): Minimum of two years of professional experience in an equivalent position with experience in grant/contract management, procurement, financial management, compliance or accounting.

Highly Desirable: Experience working within State and local governments, healthcare organizations, community-based organizations, and/or nonprofit entities. In depth knowledge and application of GAAP principles, 2 CFR 200, related cost principles, and governance/monitoring regulations.

Equivalency: Equivalent combinations of education and experience may substitute for the minimum education requirement.

Important Skills and Characteristics:

- Proficiency in utilizing financial software, spreadsheet applications, and other relevant tools for financial analysis, budgeting, and reporting. Familiarity with database management systems and project management software is preferred.
- Knowledge of the complex analytical principles and policies of public health administration.
- Ability to evaluate program policies and procedures, apply and interpret rules, regulations and procedures.
- Ability to develop critical improvement strategies to help achieve program goals and objectives.
- Ability to liaison effectively with State agency personnel, representatives of community-based organizations, service providers, partnership groups; ability to establish and maintain effective working relationships with stakeholders.

To apply, email a copy of resume and cover letter to **SHP_Resumes@la.gov**.