

## Sacramento Steps Forward Job Description

**Job Title:** Contracts Financial Analyst  
**Department:** Contracts  
**Reports To:** Chief Operating Officer  
**FLSA Status:** Non-Exempt  
**Prepared By:** SSF Executive Team  
**Revised Date:** August 10<sup>th</sup>, 2020

**Summary:** Under the supervision of the Chief Operating Officer, the Contracts Financial Analyst is responsible for overseeing financial management tasks in relation to a large portfolio of federally funded grants and other publicly funded grants and contracts. The Contracts Financial Analyst will aid in the tracking of contracted deliverables, assist in the management and forecasting of SSF's budget funding sources.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Manages the financial needs of a large portfolio of funding sources as assigned by the Chief Operations Officer, including the following:
  - Ensures timely reporting;
  - Conducts fiscal monitoring of sub-recipients;
  - Communicates with sub-recipients and funders;
  - Processes budget amendments for sub-recipients;
  - Assists in resolving issues or problems with reimbursement requests by providing guidance and training to sub-recipients on how to accurately complete and submit such requests;
  - Works closely with the Contracts Analysts to support on-site monitoring for each of the sub-recipients;
  - Answers questions and serves as an expert on sub-recipient fiscal requirements;
  - Provides direction and guidance on contract compliance and regulations;
- Works closely with the Chief Operations Officer to ensure grants and contracts are in good standing and contributes to financial analysis of sub-recipients, including but not limited to:
  - Review and analysis of monthly grant claim forms/reimbursement requests;
  - Identification of spending patterns or issues;
  - Processing of grant reimbursement payments;
  - Tracks contract spending to ensure full use of available funds;

- Works closely with Accounting Manager to ensure accurate financial reporting;
- Produces Annual Performance Reports including financial and HMIS data;
- Manages the online portal, providing technical and user support for partner organizations;
- Prepares program budgets and schedules, and amendments to those budgets and schedules;
- Develops systems for assuring compliance with program requirements;
- Monitors program activities for progress and compliance with program requirements;
- Coordinates the resolution of audit and monitoring findings;
- Evaluates program results against stated objectives.

**Knowledge, Skills, Abilities:**

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

**Supervisory Responsibilities:** This position does not include any supervisory responsibilities.

**Measures of Performance:** The Contracts Financial Analyst shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Dependability** – Can be relied upon to handle a fair workload, meet deadlines and commitments, and accept responsibility for actions.
2. **Client Focus** – Responds to client requests in a timely manner; Communicates with clients to ensure that they are satisfied and that their needs are being met.
3. **Quality of Work** – Demonstrates concern for the accuracy and quality of work and takes steps to correct mistakes and improve the overall product.
4. **Communication** – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying information.
5. **Cross-Cultural Sensitivity** – Is aware of differences and is sensitive to the needs of different cultures; Modifies behaviors and communicates to accommodate these differences.
6. **Quality Management** – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
7. **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Resolves problems in early stages; Works well in group problem-solving situations.
8. **Business Acumen** – Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.
9. **Cost Consciousness** – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenues; Conserves organizational resources.
10. **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

11. **Strategic Thinking** – Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
12. **Planning/Organizing** – Identifies desired outcomes and develops long and short range steps for accomplishing them; Uses time and resources efficiently; Sets goals and objectives; Organizes or schedules staff and their tasks; Develops realistic action plans.
13. **Professionalism** – Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
14. **Safety and Security** – Observes safety and security procedures; Promotes safety in the workplace; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
15. **Adaptability** – Adapts to change in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Ability to deal with frequent changes, delays, or unexpected events.
16. **Leadership** – Exhibits confidence in self and others; Reacts well under pressure; Shows courage to take action; Motivates others to perform well; Provides recognition for results.
17. **Develops People** – Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others.
18. **Delegation** – Delegates work assignments; Maintains adequate supervision of delegated work to ensure its completion; Matches the responsibility to the person; Gives authority to work independently.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree (B.A.) from a four-year college or university with a preferred concentration in finance, business, accounting or a related field AND three to five years of related experience and/or training OR an equivalent combination of education and work experience is required. Previous experience with financial spreadsheets, QuickBooks, accounting, budget preparation and revision and auditing. Contract compliance and monitoring and the application of government regulations and codes are highly desired.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Advanced knowledge and skill with MS Excel is required. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, and telephone.

**Physical and Emotional Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Acknowledgements:** I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the requirements of the job outlined herein, except as noted here (If none, so state):

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I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and/or safety of my co-workers.

- I do not require an accommodation in order to perform the essential functions of this job as indicated in the job description.

- I require an accommodation in order to perform the essential functions of this job as indicated on this job description. The accommodation I require is:

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I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the organization is “at will” for an unspecified duration and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

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Employee's Signature

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Date

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Supervisor's Signature

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Date