

Sacramento Steps Forward Senior Contracts Analyst

Job Title: Senior Contracts Analyst
Department: Grants/Contracts
Reports To: Chief Operating Officer
FLSA Status: Full Time, Non-Exempt

About: Sacramento Steps Forward (SSF) is a private non-profit organization committed to ending homelessness in the region. Our primary function is working with the community, including government officials, local non-profits and private organizations to develop an effective system that connects people experiencing homelessness to services and housing.

Summary: Under the supervision of the Chief Operating Officer, the Senior Contracts Analyst is responsible for overseeing grant and contracts management tasks, as assigned, as well as monitoring, program support and necessary grant and contract maintenance. The Senior Contracts Analyst will serve as an expert on HUD (Department of Housing and Urban Development) as well as State, City, and County requirements for Grant Awards and Contracts.

Essential Duties and Responsibilities include the following:

- Manages a large portfolio of grants and contracts as assigned by the Chief Operating Officer, including but not limited to:
 - Reviewing and confirming the contract and grant scopes with SSF program management, vendors and grantees.
 - Working with and regularly communicating with program staff, vendors, grantees on the ensuring contract requirements are met
 - Tracking all encumbrances specified in Grant and Contracts.
 - Monitoring any contracted payables related to grant or contract agreements.
 - Ensuring prompt follow up for any outstanding payables.
 - Works closely with finance staff to ensure accurate financial reporting
 - Monitor all grant/contracts and work with Contracts & Grants Manager and Data Analytics Manager to ensure timely and accurate completion of reporting requirements
 - Create and maintain standardize processes and offer training as necessary
 - Provide regular program updates to program staff and management on status of grants and contracts
 - Review, analyze and reconcile monthly grant claim forms/reimbursement requests to grant
 - Monitor, identify and report any spending patterns or issues to ensure accuracy of claims and payments
- Occasional coordination and involvement in various committees and community meetings;
- Assist in problem solving and resolving contractual disputes or issues

Education and/or Experience: Bachelor's degree and 3-5 years of related experience and/or training or an equivalent combination of education and work experience is required.

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.

- Ability to interact and communicate effectively with a diverse group of providers
- Excellent analytical skills and attention to detail
- Knowledge of or experience working with local community organizations
- High commitment and work ethics
- Knowledge of monitoring, process or performance improvement a plus
- Knowledge of internet, email, and Microsoft Office suite products is required

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.

Work Environment: Office environment. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sacramento Steps Forward offers a competitive salary and benefits, including health and 401k options. To learn more about our organization, visit our website at <https://sacramentostepsforward.org/>. EOE/Drug Free Workplace