

## Job Description – Compliance Associate

The Compliance Associate is responsible for monitoring The Human Services Alliance of Greater Prince William's grant programs for compliance with the grant programs' reporting and regulatory guidelines. The Compliance Associate reports to the Executive Director with daily oversight from the Operations Manager and collaboration with the Program Associate as part of the Alliance team. This position is expected to communicate effectively in order to support The Alliance's community grant partners. **This position is grant-funded and scheduled to last through the end of 2024.**

### Job Duties:

- Provides technical advisory services, as a link between The Alliance and grant partners.
- Identifies grantee gaps in meeting grant requirements and securing qualified trainers to fill these gaps
- Works with Alliance Staff to coordinate capacity-building support and training for grant partners and potential applicants.
- Provides the primary monitoring of grants and grants' expectations of all parties: community grant partners, all staff, board and organizational requirements with funding guidelines, nonprofit grantmaking industry standards and law/regulations.
- Provides technical assistance for community grant partner reporting, to include *timely* feedback and constructive redirection.
- Produces a report tracking grant partner performance through monthly reports. May be required to design workflow processes as part of process improvements.
- Identifies and alerts community grant partners and Alliance staff to any outstanding compliance or performance issues.
- Ensures accurate and timely submission of reports and materials as required by funding sources as well as on and offsite audits and grant end reporting.
- Provides expert assistance needed to assess and manage risk(s) and opportunity across all levels of the grantmaking and grant management processes to improve operational performance and organizational security.
- Establishes office hours for 2 hours a day for 3 days a week to meet with grant partners regarding questions, concerns or support needs.

- Responsible for learning related duties as assigned in assistance to or in absence of the Executive Director or other Alliance team members.

### **Qualifications and Requirements:**

- AA degree in Finance, or Accounting or Certifications from an approved credentialing agency
- BA degree in a related field (business, finance, accounting, organizational management, etc.) – Note: experience may be considered in place of education
- Three (3+) or more years successfully managing compliance projects/tasks, stakeholder communications, deliverables and community engagement
- Expertise in grant reporting concepts and how to apply them to grantee situations
- Strong verbal and written communication skills including preparing and presenting deliverables
- Strong organizational skills and exceptional attention to detail
- Ability to foster and build relationships with community stakeholders to understand business operations, processes, and functions
- Ability to balance multiple assignments concurrently and meet project deadlines
- Knowledge of QuickBooks Desktop a plus
- Must pass background checks and/or drug testing as requested

### **Required Skills, Experience & Abilities:**

- Experience working in tandem with external agencies, leaders and leaders of organizations
- Experience leading projects of a sensitive level that include confidential data
- Experience leading conversations, workshops and one-on-one meetings with others as it relates to guidelines/adherence or infractions to plans and programs.
- Understanding of accounting matters and the ability to answer related questions.
- Understanding of government accounting regulations such as FAR, CAS, and GAAP.
- Ability to prepare, submit and audit reports.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Must be able to work as part of a team and also independently complete tasks, assignments and projects on time.
- Must be able to practice sound judgement
- Must be proficient with Microsoft Office Suite or related software.
- Must have a valid driver's license and means of transportation

### **The Alliance Corporate Culture Expectations:**

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The mission of The Human Services Alliance of Greater Prince William is to serve as a catalyst for greater partnerships and collaboration among its network of human service organizations, the faith community, other community organizations and interested citizens to enhance the lives of the people they support.

- All employees are expected to be professional in appearance, conduct and communication when representing the Alliance in any capacity, this includes telephone, email, virtual (ex: Zoom) and in person (ex: partner meetings).
- All employees are expected to be responsible, ethical and reliable.
- All employees are expected to practice sound judgement with all Alliance board members, partners and grantees.
- All employees are expected to report and update the Executive Director regarding changes to professional/personal 'relationships' and/or new or changes professional/personal 'activities' that may comprise employee's position, role and responsibilities. Example: You form a relationship with a grantee that becomes significantly personal, or you join an organization or board that is directly related to a grantee's or Board member's organization.

**Pay:**

\$20-\$28 an hour, depending on qualifications and experience. This is a part-time W-2 employee position and includes retirement matching benefits.

**Schedule:**

The Compliance Associate position is 20 hours a week, Monday through Friday between the hours of 9:00 a.m. – 5:00 p.m. with occasional Saturdays and evenings.

**Work Location:**

This position offers the opportunity to work from home dependent on the candidate's ability to ability to maintain productivity and a secure work environment. On rare occasion, this position may require the employee to report to the office approximately complete certain in-person tasks (filing, copying, printing, sorting, etc.). To the extent these tasks can be done at home, they may be. The employee will have a work station available at The Alliance's office located in the Centerfuse coworking space at 9073 Center Street in Manassas, Virginia that they can access 24/7 if they prefer or need to work in an office setting.

The Alliance is currently practicing social distancing as recommended by the CDC so time spent in the office will be scheduled to allow for adequate spacing in accordance with health and safety standards. Centerfuse also requires masks be worn on the premises.

For some projects, the work may require the employee report to multiple locations centered around the Prince William County (VA) area (for example if in-person trainings, presentations or stakeholder visits are necessary). The employee will be notified of these events well in advance.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.

**To Apply:**

Interested candidates are asked to submit their resume and a cover letter to [hello@alliancegpw.org](mailto:hello@alliancegpw.org) for review.

This position is being posted September 8, 2022 and will be open until filled.