



Job Title: Grant Accounting Manager

The National Criminal Justice Association (NCJA) provides training, technical assistance and support to State Administering Agencies (SAAs) as well as other state and local stakeholders including federal grant recipients. The state and territorial SAAs support criminal justice policies and services and meet the needs of victims of crime through strategic planning and data analysis to improve the administration of justice. SAAs manage and administer state funding and federal grants from the U.S. Department of Justice, including the Edward Byrne Memorial Justice Assistance Grant Program (Byrne JAG) administered by the Bureau of Justice Assistance and Victims of Crime Act (VOCA) formula funding administered by the Office for Victims of Crime (OVC).

Through two of our projects, the OVC Center for VOCA Administrators (VOCA Center), and the National State Policymakers Training and Technical Assistance (SAA TTA) programs, we provide SAAs with remote and onsite support, offer training, coordinate with national partners, gather data and promote evidence-based practices for inclusion in outreach and training.

The Grant Accounting Manager will work collaboratively as a member of high functioning professional team and bring financial and administrative experience to the VOCA Center and SAA TTA programs. The Grant Accounting Manager will complement the skillset of other NCJA team members. The Grant Accounting Manager will primarily work remotely from a home office location, with some travel expected. This position will report directly to the OVC VOCA Center Director and take direction from the SAA TTA Program Director and the NCJA Controller.

Essential Functions

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Bookkeeping:

- Oversee all accounting functions for VOCA Center and SAA TTA programs within agency for budgets totaling over \$10 million
- Evaluate and monitor VOCA Center and SAA TTA program budgets and relay necessary information to the Directors
- Design and implement improved accounting system to properly monitor budgets
- Prepare monthly internal budget reports providing budget overview, detailed transactions, year to date expenditures, program contracts and reconciliation of all expenses
- Prepare quarterly and annual federal financial reports with input and review from the NCJA Controller.
- Organize, retain and manage all consultant contracts and subaward agreements for the SAA TTA & VOCA Center programs
- Manage and track approval of invoices, bills and expense reimbursements related to the TTA; ensure amounts do not exceed funds available
- Communicate with contractors, consultants and subaward recipients to obtain proper documentation
- Prepare payment requests ensuring appropriate documentation is attached, and amount requested is correct
- Ensure timely submission to accounts payable for processing
- During periods of heavy activity, may be required to assist with entering payment requests in the accounting system

- Train and provide guidance to NCJA staff to ensure TTA activities, policies and procedures follow federal statutes, guidelines, regulations, grant special conditions and ensure generally accepted accounting principles are followed.
- Develop and update internal controls to minimize the potential for fraud, waste and abuse of funds
- Provide support and technical assistance to contractors, consultants and subaward recipients
- Train state administering agencies and their staff on generally accepted accounting principles and best practices for financial aspects of grant administration (including how to rectify financial audit findings)
- Oversee and assist with fieldwork during independent agency audits, federal site visits and audits performed by the Office of the Inspector General.

Training and Technical Assistance Administrative Support:

- Conference/Events Support:
 - Prepare event budget and submit conference cost approval and reporting forms for VOCA Center and SAA-TTA related events
 - Develop meeting agenda and notices
 - Assist with hotel room management for staff and participants
 - Prepare meeting materials (copies, speaker bios, registration lists, badges, etc.)
 - Assist with on-site training duties (eg. manage registration desk (onsite), prepare rooms for trainings, etc.)
 - Help host virtual meetings/trainings
 - Process attendee scholarships and obtain reimbursement documentation
- Report, or assist NCJA controller in reporting grant award activities into Department of Justice reporting systems such as the federal financial reports.
- Assist in policy creation for sound accounting practices for SAA TTA & VOCA Center programs
- Develop budgets for grant application submissions

Minimum Qualifications

- Bachelors degree and 5 years' experience working in professional setting. Certified Public Accountant (CPA) preferred
- Bookkeeping and data entry experience; including experience with QuickBooks and MS Excel
- Knowledge of federal grant processes and requirements
- Familiarity and/or experience with criminal justice and victim services

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office programs, including Word, Excel, PowerPoint, SharePoint, Teams and Outlook, as well as virtual meeting programs including Zoom or WebEx
- Excellent administrative and clerical skills
- Attention to detail and accuracy in work
- Punctuality and dependability
- Conference planning experience
- Experience working with high-level professionals
- Ability to relate and operate effectively with peers and other associates within a collegial, yet demanding remote work environment
- Ability to handle multiple tasks simultaneously and thrive in a complex environment with multiple priorities and deadlines
- Strong analytical skills and ability to problem solve
- Knowledge of best practices, current trends, laws and policies concerning the victim service and criminal justice fields
- Experience reading, comprehending and applying, state, federal and interagency financial guidelines and ensure adherence of these guidelines by subaward recipients
- Skills in applying software including word processing, spreadsheets, financial, database and grants management programs.
- Displays high standards of ethical conduct
- Experience with federal systems such as Just Grants, Payment Management System (PMS), Automated Standard Application for Payments (ASAP)
- Knowledge of financial risk assessments, financial desk audits, on site financial monitoring and policies and processes governing them
- Experience with nonprofit organizations

The successful candidate will have integrity, a positive attitude and passion for NCJA's mission and thrive in a fast-paced professional team environment with the following qualifications:

Mental and Physical Abilities

- Ability to meet attendance requirements.
- Ability to perform mathematical calculations.
- Ability to understand the principles of finance and bookkeeping.
- Ability to work remotely.
- Ability to read, write, and communicate the English language effectively.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to follow instructions.
- Ability to concentrate for an extended period.
- Ability to work under the pressure of deadlines and time constraints.
- Ability to be honest, flexible, and help others (co-workers, internal/external stakeholders)
- Ability to speak before public and private groups.
- Ability to monitor funds and provide technical assistance to staff of SAAs and subaward recipients



- Ability to form cooperative relationships-coordinate, and communicate with a variety of professions including but not limited to, law enforcement, Non-profit organizations, state & federal agencies, prosecutorial agencies, etc.
- Ability to present recommendations and conclusions based on analysis and evaluation in such a manner that would be most helpful to operating or management officials.
- Ability to travel out of state on occasion.
- Ability to plan, work, & think conceptually
- Ability to carry out major project activities

Physical Requirements

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Limited amount of physical effort required associated with walking, lifting and carrying (less than 25 lbs.) 5-10% of work time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

This is a remote position, in a professional virtual office. Applicants must have a home office, or equivalent workspace. This role routinely uses standard office equipment including computers and cell phones.

Compensation

Salary: \$75-90K commensurate with experience.

Benefits: Medical, dental, life, long-term disability insurance, 401(K), annual leave, personal leave, federal holidays, remote work environment.

Please note that this position is supported through two multi-year cooperative agreements from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime and the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. Continuation of this position, beyond the award cycle, is contingent upon performance and the ability to obtain future funding for these projects.

To Apply or Ask a Question

Please send questions by email. To apply, please send cover letter and resume to info@ncja.org by **5:00pm Eastern Time, December 17th, 2021**.



About NCJA

The NCJA strengthens criminal justice communities and improves and saves lives by empowering stakeholders through training, collaboration and advocacy. NCJA, as an organization, seeks to achieve these four broad goals:

- **Convener & Facilitator** | Facilitate peer-to-peer exchanges and stakeholder engagement to be the leading non-partisan convener of SAAs and other criminal justice system partners.
- **Advocate & Liaison** | Advocate for and communicate with local, state, and federal partners to ensure ongoing funding in Byrne JAG and other federal public safety programs, sharing information on federal policy and funding with SAAs and an expanded NCJA membership.
- **Thought Leader** | Publish and disseminate thought pieces each year on critical policy areas facing states and the various successful approaches being taken by different states and entities.
- **Technical Assistance Provider** | Increase the number of states who receive training and technical assistance to increase the ability of SAAs and other stakeholders to maximize the impact of their federal funding dollars.

NCJA is an Equal Employment Opportunity employer. We value diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

All qualified applicants will receive consideration for employment without regard to sex, pregnancy, race, religion or religious creed, color, gender, gender identity, gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, protected veteran status, or any other basis protected by federal, state, local law, ordinance, or regulation and will not be discriminated against on these bases.