

## Who we are and what we do:

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee.

OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grant management activities at the changing needs of Tennessee's justice system and the needs of its victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee's communities, assesses the condition of the state's resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

## How you make a difference in this role:

OCJP Fiscal Manager works to ensure compliance with state and federal requirement. Ensure subrecipients maintain proper documentation and recording of expenditures against federal awards according to the state and federal regulations; and the fiscal review and oversight of federal budgets and contracts. They are uniquely suited to ensure the office is good stewards of the funding entrusted to its oversight.



## Grants Manager

Department of Finance and Administration; Office of Criminal Justice Programs  
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to improve the safety of Tennesseans, by ensuring proper fiscal oversight to state and federal funding that seeks to reduce the prevalence of crime and victimization? We are seeking a highly motivated, collaborative and detail oriented individual to join our team. This Grants Manager works on the fiscal/financial side to ensure compliance with grant related financial management policies.

This is an executive service position, class code 073385, with an average salary range between \$55,000 - \$65,928 annually, (based on experience and qualifications).

### Key Responsibilities:

- Ensure the efficient, cost effective, administration and financial management of grants and contracts throughout OCJP in compliance with internal and external policies and procedures.
- Analyze, monitor, and evaluate grant expenditures, salary changes, and compliance with budget allocations. Monitor monthly financial statements to ensure sponsored project expenditures are within the pre-established budget.
- Develop and maintain internal financial control systems to monitor performance against budget.
- Facilitate resolving grant account discrepancies and closing accounts for completed projects/grant years.
- Maintain comprehensive knowledge of all relevant regulations, policies and procedures that affect the acquisition and management of sponsored projects.
- Assist with the preparation of financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements.
- Examines documentation including but not limited to, financial statements, bank statements, balance sheets, purchase invoices and payroll records to ensure compliance with federal and state regulations for subrecipients.
- Examines organizational structure, managerial practices, policies and procedures and record-keeping procedures to ensure compliance with federal and state regulations and assesses entity risk.
- Maintain a reconciliation system for federal/state funds awarded/appropriated
- Review the financial aspects of subrecipient applications, contracts, amendments, etc., as requested by program managers (i.e., budgets, contract amounts, matching, etc.) and provide oversight of tracking contracts through the system and ensure FFATA is maintained timely.
- Other duties as assigned

### Qualifications:

- Requires a bachelor's degree in a related field and must be able to demonstrate strong skills in financial analysis, financial management, general accounting, and auditing.
- Experience working with financial management (grants, budgets, etc) within a nonprofit or similar organization.
- Have the ability to interact with a broad spectrum of people, be highly organized, and work independently as well as a member of a team, meet deadlines and multi-task.
- Excellent oral/written communication, organizational, analytical, adaptable, detail oriented and computer savvy (e.g. Microsoft Office, Microsoft Excel, Microsoft Access) skills required. Experience using an ERP system is a plus!

**Please submit your resume and cover letter to: [Wendy.Heath@tn.gov](mailto:Wendy.Heath@tn.gov) no later than 10.7.2022.**

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.