



Job Posting Grant Compliance Specialist

The Genesee County Land Bank Authority (GCLBA) seeks to hire a Grant Compliance Specialist for a state and federally funded demolition program. Since 2014, the Genesee County Land Bank Authority (GCLBA) has received a total of \$67.5 million in Hardest Hit Fund (HHF)* dollars for demolition in Flint and Genesee County. The funding enables the GCLBA to work with its partners, including the City of Flint, the Genesee County Metropolitan Planning Commission, and local units of government throughout Genesee County, to demolish more than 5,000 blighted and abandoned houses by the winter of 2019.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive re-use. The Land Bank works closely with community partners to demolish blighted dangerous structures, clean and green vacant lots, renovate houses for affordable re-sale and rental opportunities. For additional information about the Genesee County Land Bank please go to: www.thelandbank.org.

RESPONSIBILITIES:

The Grant Compliance Specialist will assist in carrying out the following responsibilities:

Contract & Grant Compliance:

- Aide in the maintenance of grant and financial documents, accurate records, and files of vendor/contractor agreements and related procurement records;
- Analyze and review procurement actions to determine reasonableness of contract cost and compliance with program and grant contractual requirements; and,
- Conduct routine, internal compliance audits to help detect contract, program, recordkeeping, and grant compliance risks.

Data Management:

- Align accounting activities with MSHDA's MATT computerized grant management tracking system, the Land Bank's BS&A accounting system, and database management systems;
- Upload all required documentations into MSHDA's MATT computerized grant management system;
- Gather and compile data, manage routine database operations, and create reports as needed; and,
- Daily perform data entry in Land Bank's database systems.

Record Keeping and Reporting:

- Provide ongoing compliance, monitoring, tracking, and review of program activities, expenses, and project close-outs;
- Prepare audit reports and supportive documentations to be used during grant audit reviews, if needed;
- Ensure procurement and contract files are complete, accurate, accessible, and in compliance with grant agreement, program requirements, and vendor contract agreements; and,
- Sustain program filing and recordkeeping systems (e-filing and hard copy files).

Budgeting/Bookkeeping/Accounting:

- Assist in the development, analysis, and amendment of program and project budgets;
- Preserve and coordinate all aspects of day to day bookkeeping and accounting processes and activities
- Help prepare for periodic State (MSHDA) and/or federal audits.

Demolition Procurement Processes

- Assist with pre-qualification process for contractors bidding on demolition related work
- Participate in the review and evaluation of bids
- Assist with filing of documentation for bid review and approval process.

Contract Management

- Assist the Demolition Team with contract management
- Provide support and troubleshooting to contractors in the field
- Track and oversee contractor work in the field and progress through the demolition process
- Review and evaluate and, if approved, process contractor change orders
- Track contractor and project budgets
- Review contractor payment packets for completeness and submit for processing if all requirements are met.
- Act as a liaison between contractors, regulators, and the Land Bank.

REQUIREMENTS:

- Experience with government procurement processes including issuing and evaluating bids, selecting qualified contractors, and drafting and managing contracts.
- Knowledge of federal requirements for MSHDA, Housing and Urban Development (HUD) grants, including NSP, and/or CDBG regulations is a plus.
- Experience with MSHDA's MATT 2.0 Grant Management System and/or a similar web-based federal grants management system is a plus.
- Strong aptitude to learn and adapt to technology.
- At least a Bachelor's Degree in public administration, planning, accounting, business and/or related field with at least two (2) year's work experience relevant to job description. Preferred work experience includes:
 - Demolition or housing development related compliance and grants management.
 - State or local government housing and economic development.
 - Grant budgeting, accounting, and database related work.
- Understanding of accounting and bookkeeping principles including reporting requirements and procedures related to federal and state grants.
- High Proficiency in modern computer software including database and spreadsheet software, preferably Microsoft Word, Excel, and Access. Applicants may be tested for proficiency with Microsoft Office Suite software, especially Excel.
- Excellent organizational skills and exceptional attention to detail is a must.

III. DESIRED CHARACTERISTICS:

- Ability to multitask, to prioritize workload; to prepare reports; to develop, evaluate, and interpret grant requirements, and agency policies and procedures.
- Ability to interact professionally in a personable manner with agency staff, as well as, individuals at all levels

of government.

- Be comfortable in a supporting role and able to handle tight deadlines and tasks with efficiency and tenacity.
- Willing to perform data entry and file management tasks.
- Work at a high level of intensity.
- Relish in evaluating checklists and required documentation quickly to identify problems, errors, omissions, issues, and gaps per MSHDA requirements.
- Strong communication, analytical, and problem solving skills.
- Ability to work as a team and complete a range of tasks to achieve grant goals within defined timeframes.
- Perform other relevant duties and special projects as requested.

IV. TERM OF EMPLOYMENT AND COMPENSATION:

This is a limited-term, full-time position that begins in July 2018. The salary for the position is \$40,129 and includes health, dental and vision insurance and match contributions to a retirement savings plan.

V. CONTACT:

Please send resume and letter of interest by June 26, 2018 at 4:00 pm EST

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EOE STATEMENT: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.