



*Advancing health and wellness
through information technology*

Grants Manager

Job Title: Grants Manager
Reports To: Finance and Administration Director
FLSA Status: Full-Time, Exempt

Summary

The Grants Manager will be responsible for day-to-day management of grants for a non-profit organization, with one or more health information technology initiatives funded from the U.S. Department of Health and Human Services and/or the State of Arizona. This position is based in Phoenix, Arizona.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Manages and coordinates a portfolio of multiple grants, including general grant transactions, federal and state agency contract agreements, and cooperative agreements.
2. Manages and oversees pre-award and grant compliance activities.
3. Manages fund-based accounting, to track multiple funding sources across resources.
4. Assists in implementation and maintenance of internal accounting controls.
5. Advises Program Directors on grant funds management and budget planning, interprets terms of grant contracts, monitors appropriate spending, analyzes and revises budgets and prepares grant reports.
6. Prepares federal, state, and other grant and contract invoices.
7. Assists in system implementation of accounting software and related updates to ensure organizational efficiency.
8. Interfaces and coordinates as necessary with external auditors.
9. Monitors performance and compliance of grant subcontractors.
10. Performs other related duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Undergraduate degree in Business Administration, Procurement & Contracting, Accounting, Finance or related field required. Minimum 4-5 years federal grants experience with non-profit organization. Motivated and self-starter with extensive knowledge and experience in federal and state (preferably Arizona) government contract relations, including familiarity and experience with OMB Circulars A-110, A-122, A-133, the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), U.S. Dept of Health & Human Services Grant Regulations (45 CFR Part 74), Generally Accepted Accounting Principles (GAAP), Federal Acquisition Regulations, and Grants.gov. Knowledge of ARRA reporting requirements a plus. Strong analytical and project management skills, especially in federal grants administration.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes availability to work non-regular hours as necessary, ability to periodically drive to and from clients, conferences and events, and limited travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical 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. An employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and talk or hear.

Skills

- Advanced knowledge of QuickBooks, and Microsoft Office applications, specifically Word, Excel, PowerPoint and Outlook
- Clear and concise communication to all audiences through print and electronic media
- Proven ability to work independently as well as ability to interact and maintain effective working relationships
- Ability to independently plan, organize, manage and prioritize multiple tasks and projects efficiently and effectively
- Ability to work in a fast-paced environment and consistently meet strict deadlines
- Detail oriented, especially as it relates to reporting requirements, and accounting
- Familiarity with health information technology concepts and terminology a plus
- Ability to handle confidential information with discretion
- Ability to embrace changes and adjust quickly to work demands and shifting priorities
- Bi-lingual (Spanish-English) speaking, writing, reading a plus

Salary and Benefits

Salary range is anticipated to be \$50,000 to \$60,000, depending on experience. Medical, dental and 401(k) benefits are available. Two weeks of annual vacation. No relocation assistance available.

Company Overview

Arizona Health-e Connection (AzHeC) was established in January 2007, as a not-for-profit organization whose mission is to lead Arizona's establishment of health information exchange (HIE), and adoption of health information technology (HIT). Initially, AzHeC was a state-led program called upon by the Governor to comprehensively review issues and develop recommendations. Having accomplished that phase of our mission, we are now directed by a very diverse, private-public partnership to refine those recommendations and facilitate implementation. For more information, visit www.azhec.org.

To Apply

To apply for this position, send your resume to resumes@azhec.org by Friday, March 19, 2010. No phone calls please. If contacted for an interview, additional requirements will include providing recent references.