**Position Description – Fiscal Consultant**

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| **Title:** | Fiscal Consultant | | |  |
| **Reports To:** | Project Manager | | |  |
| **Category:** | Consultant | | |
| **Travel Required:** | 100% |  |  | | |

**DESCRIPTION:** DSFederal is seeking a Fiscal Consultant to join our team of qualified, diverse individuals in providing the Health Resources Services Administration (HRSA), Maternal and Child Health Bureau (MCHB), and the Division of Home Visiting and Early Childhood Systems (DHVECS) with technical assistance for its Maternal Infant and Early Childhood Home Visiting (MIECHV) initiative. The Fiscal Consultant isresponsible for planning and completing an overall review of financial documents, internal controls, onsite compliance reviews, and recommending improvements for federally funded home-visiting grantee programs.

**Duties and Responsibilities:**

* Participate in preparatory site-visit planning activities and review grantee financial documents. The pre-visit planning includes at least 3 conference calls, document reviews, and completing a tool with review findings.
* Travel to grantee program location to conduct site-visit (3 – 4 days per visit not including travel days)
* Analyze use of funds within the grantee organization by reviewing its:
  + Current budget
  + Time and effort documentation
  + Invoices and payments
  + Staff Interviews (i.e. role of specific personnel on the project, percent of effort)
  + Fiscal policies and procedures for grants management
  + Sub-recipient monitoring reports performed by program management or other State agencies
* Assess the grantee organization’s fiscal management system by examining the grantee program’s:
  + Current Budget
  + Time and Effort Documentation
  + Invoices
  + Payments Expenditure documentation
  + Fiscal policies and procedures
  + Chart of Accounts/General Ledger expenditure lists
  + Sub-recipient contracts
  + Sub-recipient monitoring policies and procedures
  + Audit activities
  + Maintenance of Effort
* Assess the grantee program’s audit compliance through reviewing the State Comprehensive Annual Financial Report (CAFR) and Single Audit report.
* Review the following resources:
  + Most recent independent financial audit and management letter
  + Financial Management/ Accounting and Internal Control Policies and Procedures
  + Internal reviews of financial operations performed by other state agencies (Internal Audit/Office of the Inspector General)
* Communicates financial review progress and findings by providing information to Federal Project Officer highlighting unresolved issues; reviewing working papers; and preparing final site visit reports.
* Assess the grantee’s adherence to federal laws and regulations specifically 2 CFR 200, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
* Complete a site visit debriefing at grantee program location and a post-visit conference call.
* Draft and complete a site visit report within 10 business days.
  + Address and revised feedback to the draft site visit report within 5 business days
  + Discuss findings and site visit report content with reviewers or Federal Project Officer when needed

**SKILLS & QUALIFICATIONS**

* Expertise in HRSA or other Federal program budgets
* Knowledge of the operational modules contained in Enterprise Resource Programs (ERP) financial management or equivalent systems
* Knowledge of state procurement systems and program income reporting
* Knowledge of monitoring the compliance of the States’ to the Federal maintenance of effort requirements for funding devoted to evidence-based home visitation
* Ability to analyze financial reports and other documents in a time constrained environment
* Ability to accurately and concisely report findings in a comprehensive site visit report
* Strong communication and interpersonal team skills
* Attention to detail and objectivity.

**EDUCATION & EXPERIENCE:**

* At least 15 years of experience conducting audits and/or monitoring activities for federally-funded grant programs
* Bachelor of Arts degree in Finance, Accounting, Business or related field
* Background in healthcare or grants
* CPA licensure highly preferred

To apply for the position please submit an application package that includes a cover letter and resume. The cover letter must include responses to the following:

* Please list and describe the experience you have had conducting audits for federally-funded grant programs

In addition, please make sure your resume is comprehensive and details the skills and qualifications necessary for this position.

Please email your application package to: