



Grants Compliance Manager

Full-Time Exempt, preferred (part-time negotiable)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement:

Under the supervision of the Fiscal Director, the Grants Compliance Manager (GCM) is responsible for managing the agency's government and private grants/contracts, including contracting new and existing grants, ensuring contract compliance, and providing required reports. GCM is also responsible for managing staff timesheets and payroll to ensure accurate reporting and allocation of personnel costs, and assisting in other fiscal and administrative areas as needed.

Duties and Responsibilities:

- **Grants Management:** Responsible for ensuring compliance with all contracts
 - Contracting government and private grants: work with Grant Writer to review application/proposal requirements and prepare required documents.
 - Complying with executed contracts: work with Directors to ensure agency has programmatic and administrative policies and practices that comply with the terms of the contracts; work with program Directors and Managers to ensure programs align with contract goals and objectives. Also attend grant-required meetings.
 - Cost allocations: assist Fiscal Director in maintaining monthly cost allocation spreadsheets by entering payroll and time allocations and ensuring accurate allocation of costs to funders.
 - Grant reporting: prepare funding requisitions and fiscal reports to funders.
 - Audits: represent the agency to program officers and auditors during monitoring visits and audits
- **Timesheet Management:** Responsible for ensuring timely and accurate submission of timesheets and allocation of personnel costs
 - Timesheet collection: collect staff timesheets and verify accuracy, supervisor signature approval and compliance with HR and fiscal policies and procedures. Prepare payroll calculations for bi-weekly payroll.
 - Timesheet monitoring: track and monitor allocation of personnel time on timesheets against personnel budgets among all grants, and work with supervisors to make adjustments to staff time distributions as needed.
 - Timesheet templates: create and update timesheets for all staff, personalized for each staff's position, time-off accruals, functional columns and assignment of funding sources.
- **Fiscal/Administrative:** Provide administrative support for separation of duties in fiscal functions by assisting with the processing of cash receipts, accounts payables, distribution of agency payments for payables, and other fiscal duties as directed. Maintain a well-organized filing system for access and retrieval of financial records. Assist Fiscal Director with grant reports, proposals, budget reports, audits and filings as requested.
- **Travel requirements:** Travel is an essential job function for this position in order to attend grant-required meetings. A valid CA driver's license is required if using employee's own vehicle or agency vehicle to perform duties. The employee must show proof of insurance for his/her own vehicle, and must also be eligible for coverage under CPAF's auto insurance policy.

- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.
- **Outreach:** Identify/create opportunities to be an ambassador for CPAF's mission.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.).
- Must submit to DOJ level Live Scan and subsequent arrest notification, and annual driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- High proficiency in Microsoft Excel required.
- Minimum 2 years experience managing government grants required; familiarity with current CPAF grants highly desirable.
- Strong work ethic, self-directed, well-organized, able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to agency needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific CPAF is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.