



Job Announcement Grants and Contracts Administrator

Organization: For over 25 years, CSH has been a game-changer for the most vulnerable people in our country:

- ✓ Helping communities create 200,000 homes for individuals and families who did not have one;
- ✓ Bringing hope to thousands who thought they would live on the streets or reside in institutions forever;
- ✓ Ensuring not only a stable home for each, but access to the services that brought healthcare, recovery and training to their doorsteps;
- ✓ Changing the trajectory of lives away from poverty and despair, and toward independence and economic sufficiency.

Working for CSH: If you have a desire to make a difference for people and families others have given up on and often say cannot be helped, we have a place for you. No cynics allowed. Not only has CSH proven supportive housing works and does change the lives of individuals facing acute disabilities, complex medical and mental conditions, substance use disorders and economic barriers, we have done so while creating a family of nationally-recognized experts who stay committed to our organization and mission throughout their careers. CSH offers empowerment, development and growth to those we serve and to our workforce. We attract talented professionals, offer competitive salaries with benefits, generous family leave and PTO, and fully embrace the philosophy that a sustainable work-life balance is desirable and achievable. With the aim of attracting good people who possess the confidence and drive to get the job done to build a better world, CSH is now accepting applications for a Grants and Contracts Administrator in their New York headquarters.

The Grants and Contracts Administrator Position: As a valued member of our Finance Team, the successful applicant will focus on efficiency, accuracy and transparency of business support services. The Grants and Contracts Administrator will manage all phases of our grants and contracts process, including; managing procurement/solicitation; preparation of formal agreements/documents; securing appropriate financial authorization and signature; performing record maintenance; and processing of disbursements for all grant and contract awards. Specific responsibilities include:

Awards:

- Review funding award terms and conditions with regional and national program staff to ensure that funds are expended in compliance with the applicable terms and conditions. Work with CSH's General Counsel as necessary.
- Maintain necessary schedules and relevant backup to ensure the accuracy of the grants payable information contained in the general ledger. Reconcile the grants payable subsidiary ledger to the general ledger accounts on a monthly basis.
- Review commitments made by CSH staff against funding award agreements and budgets as specified by award documentation.
- Provide data related to grants and contracts to the Manager, Financial Reporting Analyst and works with him/her on grant and contract reporting and billing.
- Serve as liaison to program offices, providing pre-award, award and post-award coaching, guidance and support.

Sub grants and sub contracts

- Ensure CSH and recipients of pass-through funds are in compliance with federal, state, and other financial and administrative requirements
- Maintain both electronic and paper files for sub grants and subcontracts awarded by CSH, including the underwriting of sub grants using approved forms.

- Oversee the subcontract procurement and vendor approval process.
- Maintain subcontract schedule (encumbrances) and review disbursement requests against subcontracts to ensure that an executed agreement is on file, that such requests are in agreement with allocated encumbrances, and that such requests are in compliance with funder requirements; investigate discrepancies.
- Record the expenses related to sub grants and subcontracts into the general ledger.
- Perform sub recipient management and monitoring in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; OMB Circulars, and other applicable regulations or restrictions, including site visits and desk audits.

Aging

- Responsible for collection activities related to aged accounts receivable.

Additional Duties

- Maintain impact and other metric data and ensure its quality.
- Perform basic loan servicing as backup to the Manager and Financial Reporting and Analysis.
- Monitor changes to federal regulation and industry best practices and advises on current or emergent compliance concerns.

Requirements

CSH employees are mission driven; we take initiative, pursue goals with minimal supervision and are adept at managing multiple assignments effectively.

- Bachelor's degree preferred, equivalent experience may substitute for education.
- Strong analytical skills and attention to detail
- 3-5 years' experience administrating municipal, state and federal contracts, experience with contracts administration, subcontracting and contract review
- Knowledge of Microsoft Word, Excel and Access. Familiarity with Microsoft Dynamics SL a plus
- Knowledge of nonprofit accounting compliance a plus
- Problem solving and project management skills
- Excellent communication skills
- Minimal travel for purposes of sub recipient monitoring/site visits

Interested in joining our team as a leader in the national supportive housing movement? Please apply via the link below:

<https://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=41>

CSH is proud that it always has been and always will be an Equal Opportunity Employer.