The Kitchen, Inc.

Job Title: Compliance Specialist – Home At Last	**Department:** Compliance & Programs	**Supervisor:** Coordinator Veterans Program
Supervisory Responsibility: No	**FLSA Status**: Non-Exempt	**Employment Type:** Part-time (25-30 hours per week)

Our Mission:
We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Position Summary:
This position is responsible for providing a variety of grant related support services for the program; including routine compliance reviews of financial expenditures, record keeping, program participant files; serve as a resource for program staff to ensure fiscal and programmatic compliance to applicable grant requirements, Federal laws and standards of the OMB Uniform Guidance.

Major Areas of Responsibility:

- Provide support to the Program Coordinator in interpreting and executing applicable grant requirements, Federal laws and standards of the OMB Uniform Guidance.
- Provide oversight to ensure compliance with grant requirements, Federal laws, and standards of the OMB Uniform Guidance.
- Ongoing internal review and audits of financial expenditures and record keeping.
- Ongoing internal review and audits of program participant files to include eligibility determination, documentation, eligible activities, and compliance with applicable program guides, Grant requirements, Federal laws, and OMB Uniform Guidance.

Specific Job Responsibilities:

- Assure the most current applicable grant requirements, Federal laws, OMB Uniform Guidance standards, grant waivers or updates are utilized by the program.
- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objective.
- Conduct routine compliance reviews of financial assistance, grant records including accounting and program participant files.
- Assist in preparations for external monitoring visits, reviews, and audits.
- Ensure data in HMIS matches the accounting and program participant files.
- Routinely review HMIS to ensure data quality is maintained.
- Assist in organizing and maintaining the required documentation for each grant cycle.
- Perform a wide variety of office administrative support and staff support.
- Consulting with leadership and advising on compliance matters.
- Developing and providing employee training in compliance policies, practices, and reporting systems.
- Update and archive SSVF forms.
- Other duties as assigned.

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Job Requirements:

Education and Experience

- Bachelor's degree in Business Administration or a related field is desirable
- At least two (2) years of office administration experience or grant management including fiscal experience.
- Advanced educational training (two years college courses in business, accounting or related field or AA degree) in accounting or other relevant skills bay be substituted for (1) year of required experience.
- Applicable experience in nonprofit governance, administration, grants management and compliance preferable

Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other's differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others' perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.

Other

- Must pass background check and pre-employment drug screen.
- Broad base of relevant technical knowledge and skills relating to accounting and financial management.
- Working knowledge of nonprofit business operations and federal/state grants.
- Good research, data management, and statistical analysis skills.
- Microsoft Office Applications, proficiency in Excel and Word.
- Section 3 applicants encouraged to apply.

Work Schedule: This is a part-time position scheduled for 25–30 hours per week. The employee's schedule will be established by the employee and supervisor. It will not exceed 30 hours per week.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Regularly required to speak and hear via the phone or in person.
- Regularly required to sit for long periods and use hands to finger, handle, or feel.
- Frequently required to stand; walk; reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Frequently required to lift lighter items under 25 pounds.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor.

Signature Print Name Date