

## Who we are and what we do:

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee.

OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grant management activities at the changing needs of Tennessee's justice system and the needs of its victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee's communities, assesses the condition of the state's resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

## How you make a difference in this role:

OCJP Fiscal Manager works to ensure compliance with federal financial reporting; proper documentation and recording of expenditures against federal awards according to the federal priority areas and earmarking; and the development and oversight of federal award budgets. They are uniquely suited to ensure the office is good stewards of the funding entrusted to its oversight.



## Grants Manager 2

Department of Finance and Administration  
Office of Criminal Justice Programs  
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to improve the safety of Tennesseans, by ensuring proper fiscal oversight to state and federal funding that seeks to reduce the prevalence of crime and victimization? We are seeking a highly motivated, collaborative and detail oriented individual to join our team.

This is an executive service position, class code 073385, with an average salary range between \$66500 - \$70,000 annually, (based on experience and qualifications).

### Key Responsibilities:

- Assist with the preparation of financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements.
- Review contracts to ensure the budgets are in compliance with allowable expenses.
- Assists in the completion of risk assessments for agencies.
- Examines documentation including but not limited to, financial statements, bank statements, balance sheets, purchase invoices and payroll records to ensure compliance with federal and state regulations for subrecipients.
- Complete Monitoring assigned by Audit Supervisor.
- Examines organizational structure, managerial practices, policies and procedures and record-keeping procedures to ensure compliance with federal and state regulations
- Analyze internal controls during regular audits or risk assessment analyses to identify adequacy of controls
- Maintain a reconciliation system for federal/state funds awarded/appropriated
- Review the financial aspects of subrecipient applications, contracts, amendments, etc., as requested by program managers (i.e., budgets, contract amounts, matching, etc.) and provide oversight of tracking contracts through the system and ensure FFATA is maintained timely.
- Exercises effective communication skills and professionalism with internal and external customers and co-workers.
- Attend financial management trainings as requested and may require travel.
- Other duties as assigned

### Qualifications:

- A Bachelor's Degree from an accredited college or university degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional accounting or auditing work.
- Intermediate knowledge of auditing principles and practices; accounting principles and practices; and mathematics (Algebra, Statistical sampling); including at least one-year supervisory experience.
- Experience with ensuring that accounting systems meet compliance requirements for various programs, cost allocation plans and indirect cost rates.
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience; experience using pivot tables preferred
- Intermediate knowledge of Uniform Guidance (2 CFR.200)
- Experience with the Edison system and federal grant experience preferred.

### To apply:

**Please submit your resume by 7/31/2024 to: [Wendy.heath@tn.gov](mailto:Wendy.heath@tn.gov)**

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.*