



**JOB TITLE:** Programmatic Financial Manager

**FLSA STATUS:** Exempt

**REPORTS TO:** Chief Administrative Officer

**LOCATION:** Flexible

**EFFECTIVE DATE:** May 1, 2023

**SALARY RANGE:** \$65,000-\$75,000

**SUMMARY:**

This position manages daily activities related to grants administered by AccelerateMS and reviews financial / grant documentation for financial alignment with grant activities in support of the Office of Workforce Development (AccelerateMS) to meet office goals and result in productive outcomes for the state of Mississippi. The main duties include financial support for programming and activities to meet the desired mission of connecting and preparing more Mississippians for high-quality careers through partnerships with educational and training entities, economic developers, communities, governmental agencies, and non-profit partners. Position serves as a key point-of-contact for members and affiliated parties, monitoring timelines, and deliverables. Key responsibilities include management of sub-awardees to ensure grant deliverables, timelines, and metrics are met. Successful candidates will be detail-oriented, organized, proactive, and able to keep pace in a fast-moving environment.

**ESSENTIAL JOB FUNCTIONS:**

Programmatic financial manager is responsible for overseeing the fiscal review of documents for grants that support the organization's main objectives. The essential functions include, but are not limited to the following:

- Tracks budget for Workforce Enhancement Training (WET) funds, American Rescue Plan Act (ARPA) funds, and Mississippi Works funds
  - Deobligation of funds (unused funds being sent back to AccelerateMS) from the community colleges and Mississippi Works applicants
  - Requests for additional funding: WET, ARPA, and special projects
  - Budget modification of ARPA, special projects and Mississippi Works funds
  - Process extension of grant end dates of ARPA, special projects, and Mississippi Works funds
- Grant approvals for special projects and ARPA
  - Keeps inventory of equipment purchases for all the grants
- Reimbursement request review for WET, ARPA and Mississippi Works Funds
- Monitors programmatic execution for each fund, ensuring the grants remain on budget and schedule for submitting reimbursements and closeout

**KNOWLEDGE, SKILLS & ABILITIES:**

- Experience with financial tracking and reporting systems
- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree
- Minimum 3 years' relevant project management related experience

**To apply for this opportunity, please send a cover letter and resume, including the below information, to [maryannmyers@acceleratems.org](mailto:maryannmyers@acceleratems.org), before 5:00 PM CST on June 1, 2023.**

- Name, address, telephone number, and email
- Desired job
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (Typically, three references with contact information)