

#### 14. POSITION SUMMARY

Under the general direction of the Executive Director, Serve Wisconsin is responsible for overseeing federal funds that promote community service and volunteerism throughout Wisconsin.

This senior-level professional position will conduct complex federal expenditure audits and reviews on the AmeriCorps program and Serve Wisconsin grantees to verify the accuracy and integrity of grantee expenses and financial policies, procedures, and controls. In addition, this position provides training and technical assistance services to AmeriCorps program managers in grant accounting requirements. Prior to awarding grant funding, this position will lead and conduct complex financial and administrative risk management audits and report on the effectiveness of the applicants' financial capabilities and internal systems to the Wisconsin National Community Service Board.

Pre-award assessment includes but is not limited to, a review of the grant applicants' financial statements, audit reports, organizational structure, operations, financial systems, policies and procedures, and internal controls. Further, the pre-assessment also includes a high-level review for compliance with the code of federal regulations 2 CFR 200 – uniform administrative requirements, cost principles, and audit requirements for federal awards, AmeriCorps rules and regulations, state rules and regulations, state single audit guidelines, and generally accepted accounting and auditing standards. Due to the wide variety of applicants – nonprofit organizations, government entities, school districts, and institutions of higher education – this position requires a broad and deep understanding of accounting and auditing standards, policies and procedures, and internal control to assess whether appropriate controls are in place, based on the applicant's legal structure and size.

Post-award, this position develops policies and procedures to ensure fiscal accountability, performs an annual risk assessment of Serve Wisconsin's AmeriCorps programs, and monitors and evaluates federal AmeriCorps grant-funded programs.

This senior-level position provides technical assistance, special analyses, and consulting services to Serve Wisconsin and AmeriCorps program staff. When internal control issues arise in our grantees, this position recommends and assists in implementing internal controls and improvements to systems to increase the efficiency and/or adequacy of controls. This senior-level position trains and assists Serve Wisconsin and grantee program staff in fiscal policies and procedures and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies. This senior-level professional position is critical in Serve Wisconsin's grant-making process. This senior-level person will independently perform complex financial and administrative reviews of AmeriCorps State subgrantee applicants and support program staff in the fiscal oversight of grantees.

Time	Goals and Work Activities
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30%	A. Perform operational and complex federal expenditure audits and reviews of public and private enterprises to ensure grant applicants are in compliance with Generally Accepted Accounting
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Principles (GAAP) complex state and federal rules and regulations and Serve Wisconsin requirements, policies, procedures, and practices. -

1. Develop a comprehensive financial and administrative review process for grant applicants that complies with GAAP, federal, program and state regulations. to determine the nature of operations and the adequacy of the system of control to achieve established objectives.
2. Evaluate the applicant's capacity to manage federal funds before federal funds are awarded to the applicant.
3. Perform a high-level review of grant applicants' financial statements, audit reports, organizational structure & operations, financial operations, internal controls, financial systems, and policies and procedures for compliance with application criteria, accounting and auditing standards, and with any applicable code of federal regulations.
4. Document the risk assessment and review of applicants' financial and administrative related submissions and work with applicants to resolve findings.
5. Recommend or not recommend funding to organizations based on financial review/assessment.
6. Develop a financial management survey for grant applicants
7. Provide technical assistance to AmeriCorps subgrantee applicants and programs to improve financial systems and capacity.
8. Research issues and provide technical assistance to Serve Wisconsin staff & grantees.

40% B. Develop, maintain, and implement a program to conduct fiscal, administrative and internal operation audits and site visits to monitor subgrantee.

1. Perform AmeriCorps-specific financial audit for subgrantee accounting systems to assess overall adequacy and compliance with laws, regulations, terms and conditions and acceptable accounting practices. Subgrantees are selected for auditing based on Serve Wisconsin's sub-recipient monitoring plan.
2. Plans the theory and scope of the audit.
3. Obtains, analyzes and appraises evidentiary data as a basis for an informed, objective opinion on the adequacy and effectiveness of the grantees.
4. Evaluate the grantees' compliance by reviewing documentation of financial transactions to determine a basis for a conclusion about the presence or absence of acceptable accounting and/or programmatic systems.
5. Document the program audit performed through completion.
6. Index and organize supporting documents. -
7. Write a report of fiscal monitoring findings & communicate such with the sub-grantee.
8. Works with involved parties to resolve findings
9. Review corrective action plans through subsequent monitoring of issue areas to determine whether acceptable levels of improvement are occurring.

10% C: Lead and train Serve Wisconsin program staff and grantee staff on compliance with 2 CFR, federal, programmatic, and state fiscal and administrative regulations and grant payments.

1. Train Serve Wisconsin staff to spot fiscal irregularities and fraud
2. Support Serve Wisconsin program staff as programs work to comply with 2 CFR, federal, programmatic, and state fiscal and administrative regulations

3. Train grantee/AmeriCorps program staff on proper fiscal and administrative oversight of federal funds.
  4. Monitor and approve grantee expenditures and process payments.
- 10% D: Complete required AmeriCorps & State of Wisconsin financial reporting.
1. Payment Integrity Information Act requests
  2. FAFTA reporting
  3. State of Wisconsin budget information requests
  4. Grant payment reconciliation
- 10% E. Other duties as assigned by the Executive Director

#### KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of federal regulations and other federal grant directives, 2 CFR, OMB Uniform Guidance.
2. Extensive knowledge of Generally Accepted Accounting Principles (GAAP).
3. Extensive knowledge of generally accepted auditing standards.
4. Extensive knowledge of generally accepted government auditing standards and other reporting as required by uniform guidance and state single audit guidelines.
5. Knowledge of acceptable internal controls practices and other principles used as good financial management practices.
6. Ability to research, interpret, apply, and communicate complex regulations, policies, and procedures.
7. Ability to coach subrecipients and/or other organizations, particularly those related to financial and audit-related compliance issues.
8. Ability to define problems, identify patterns, collect data, establish facts, draw conclusions, and provide recommendations.