

Title: Program Compliance Officer

Job Type: Non-Exempt Exempt

Division: Strategic Planning and Policy

Job Grade: 5

Reports to: Director of the Office of Strategic Planning and Policy

Job Purpose

This position handles all components of post-award grant/contract compliance and performance monitoring and support, including compliance, reporting, and education of staff and external parties. This role pro-actively seeks and shares information about grant requirements and expectations. It supports management to monitor grant compliance and performance and works with finance and program staff to ensure timely and accurate reporting. The Compliance Officer also ensures that the organization is informed of its obligations and that controls are established and maintained to support compliance while providing staff with the support and training needed to utilize and adhere to them. The position will serve as the primary point of contact for all external and internal questions regarding post-award grant/contract compliance and reporting.

Essential Functions

1. Proactively seek and share information about grant requirements and expectations with staff.
2. Support management to monitor grant compliance and program performance, highlighting critical risks and opportunities to showcase impact.
3. Audit program data and files to ensure PHFA complies with grant/contract requirements.
4. Prepare and maintain grant funding records and reports.
5. Interpret, explain, and apply a variety of grant policies, rules, & regulations.
6. Serve as a resource and point of contact for managers of programs.
7. Prepare information and reports for internal and external stakeholders.
8. Implement and manage organization-wide systems to track program-related input and outcomes.
9. Assist with the development, maintenance, and tracking of various grants.
10. Conduct monitoring meetings as needed with program staff
11. Provide training, oversight, and support for the preparation of reports and documentation required under various grants.
12. Assist the program specialists/managers in monitoring revenues as well as providing revenue forecasts for the program
13. Perform program/project initiation and closeout activities
14. Analyze reports and other relevant data and recommend adjustments to strengthen program cost-effectiveness.

15. Conduct spot checks to ensure that outcomes are being tracked correctly
16. Collaborate with program directors and resource development proposals designs ensuring and supporting the capacity to fulfill grant/contract requirements.
17. Enhance program performance management tools, systems and infrastructure including an integrated client data management system.
18. Actively seek and implement ways to improve, streamline and automate departmental reporting processes.
19. Develop data systems and training materials to measure outcomes effectively
20. Work with Agency Executive Leadership to establish, revise and implement compliance policies and protocols
21. Perform related duties or responsibilities as assigned or requested.

Job Requirements

1. Ability to complete detailed assignments in a timely and accurate manner.
2. Demonstrated verbal, written, and interpersonal communications skills.
3. Ability to work with and adapt to new technology.
4. Ability to work concurrently on multiple projects with varying timelines and meet deadlines.
5. Ability to develop implementation and tracking processes, skillful in database administration.
6. Demonstrated ability to build staff capacity through training, mentoring, coaching
7. Strong attention to detail and ability to adhere to deadlines
8. Excellent analytical and organizational skills
9. Interpersonal skills and ability to collaborate with diverse groups.
10. Proficient with computer software programs, including Microsoft Applications.

Education: Bachelor's degree in Business, Finance, or other degrees with relevant experience

Experience: Minimum 3-5 years demonstrated experience in grant/contract administration

Knowledge/ Skills:

Licenses/ Certifications:

Travel

- None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other