

## ***Grants Financial Analyst – 501***

### **A. Financial Analysis of grant and contract funds. Effective financial analysis of grant and contract funds is provided, as evidenced by:**

- Preparing budget, statistical, and status reports for use by IC management and program staff with minimal errors
- Providing information and evaluative reports for IC, NIH, and other HHS offices in a timely manner
- Providing correct and timely information and evaluative reports for organizations outside HHS, including the Office of Management and Budget, the Congress, voluntary health organizations, or others, as appropriate
- Coordinating all financial and budgetary activities for assigned areas of the IC grants and/or contract budget
- Ensuring grant costs are consistently reasonable, allowable, and allocable in accordance with Federal Regulations, policies and procedures.
- Ensuring awardees are consistently in compliance with established administrative and financial policies and program guidelines.

### **B. Refined long range financial planning is provided that enable the IC to more effectively manage out-year financial obligations by:**

- Implementing at least one new strategy for projecting financial commitments based upon various fiscal strategies for several funding mechanisms
- Developing or refining at least one flexible model of grant funding patterns and commitments
- Ensuring the consistent use of NIH enterprise systems when developing models
- Assisting in developing approaches for phasing in/out resources while meeting prescribed grant targets

### **C. Stewardship of Federal funds is effectively fostered, as evidenced by:**

- Coordinating and/or chairing recurring status of funds meetings with IC Management, Program and/or Division staff
- Certifying the availability of funds through established pay list/pay selection procedures
- Working closely with the program staff, budget staff, and IC management team in monitoring grants financial management programs
- Reconciling grant funded amounts with the appropriate systems (General Ledger, IMPAC II, etc.) no more than 4 weeks after obligation
- Ensuring obligations of at least 99.5% of all grant funds available to the IC
- Working with IC budget office to report actual grant obligations no later than November 15
- Ensuring grant closeouts are performed timely, accurately, and completely.

### **D. Administrative efficiencies, NBRSS, and UFMS are effectively implemented, as evidenced by:**

- Working closely with IC budget office in implementation of relevant fiscal aspects of the new NBRSS system
- Supporting implementation of Unified Financial Management System
- Assisting in mapping existing project level account and roles in the NBRSS structure
- As requested by grants management staff, analyzing grantee expenditures using available databases (DataWarehouse, IMPACII, General Ledger, PMS, etc) and by successfully reconciling Financial Status Reports, correspondence and non-competing applications, identifying and addressing weaknesses in grant system(s), payment systems, and/or finance offices to ensure recovery of improper payments and to reduce the number of improper payments