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