



JOB ANNOUNCEMENT

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: CONTRACT COMPLIANCE SPECIALIST

REPORTS TO: Contracts Compliance Manager

EMPLOYMENT STATUS: Non-Exempt, California Professional Employees Local #2345

TIME COMMITMENT: Full-time / 40hrs. week

STARTING SALARY: \$28.84/hour

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

BOSS is seeking Contract Compliance Specialist to provide support in relation to all agency grants and contracts. The Contract Compliance Specialist will aid all directors, program managers and coordinators in relation to contract compliance in their respective programs. Responsibilities will include contracts compliance reporting for state agencies and multiple departments across Alameda County and tracking and collecting data as required.

The Contract Compliance Specialist position will be focused on ensuring compliance on all contracts and proposals in the agency portfolio as well as being knowledgeable on laws, regulations, and guidelines governing government funding. This position will receive supervision from the Contracts Compliance Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete contract compliance reports and other communication and notices
- Advise superiors on program performance and make recommendations on their suitability or retention of work on renewed or new contracts.
- Collect, review, analyze, and compile monthly, quarterly and annual progress reports for submission to City, State, and Federal agencies.
- Assist with preparation of monitoring reports to federal, state and local agencies
- Pull reports into Excel and understand the data for reporting
- Use basic Excel formulas for spreadsheets to make data easy to read
- Develop, implement, and refine processes and procedures for contract and grant administration
- Create grant and contract invoicing, utilizing appropriate coding
- Track, collect and manage data as required
- Maintain paperwork and other related documents connected to grants and or contracts
- Support Program Managers in understanding and implementing the requirements of grants and contracts that fund their programs
- Operate as the subject matter expert for all related grants and contracts
- Monitor program outcomes to assure contracts are on track to meet objectives
- Assist with building and administration of agreements between partner organizations
- Research and prepare grant applications to obtain new funding
- Implement and maintain reporting procedures for all funders
- Maintain positive contacts and relationships with funders and partner agencies
- Consult with the Contracts Compliance Manager regarding contract compliance related issues and solutions
- Enforce compliance and provide direct oversight to a portfolio of programs receiving federal, state, and/or city funding
- Provide training and technical assistance to ensure compliance with laws, regulations, program guidelines and contractual obligations
- Assist programs to identify resources and enhance program services
- Monitor spending patterns and review monthly expenditures and supporting documentation to ensure costs are allocable, allowable, and eligible
- Conduct site monitoring visits to BOSS program to determine impact, and conformance with contract terms, program rules, regulations and guidelines and provide technical assistance as needed.
- Perform other administrative functions as requested

EXPERIENCE AND QUALIFICATIONS:

Education and Work Experience:

- Bachelor's degree, focus on business preferred. 5+ years financial and/or contract management experience will also be considered.
- Three years' experience in contract/grant compliance and reporting and/or contracts administration or equivalent experience required
- Reporting experience with Alameda County and Cities of Oakland, Berkeley and Hayward Community Development Block Grant (CDBG) contracts and familiarity with City Data Services (CDS) and Cityspan databases, Alameda County Probation Department Tyler Supervision database, Homeless Management Information Systems (HMIS), Alameda County Health Care Services Medical Administrative Activities (MAA), Medi-Cal, Clinicians Gateway, Insyst and State of California contract reporting.

Knowledge, Skills, and Abilities Required:

- Strong use of the English language in verbal and written communication
- Ability to work in a fast-paced environment and maintain poise under pressure
- General accounting or bookkeeping knowledge, including standard financial coding
- Strong analytical and research skills
- Ability and willingness to keep information confidential
- Exemplifies knowledge of contract law, accounting principles and finance

- Ability to understand and interpret government contracts
- Ability to engage with diverse populations in a respectful and culturally responsive manner
- Demonstrates commitment to the values of equity and inclusion by honoring diverse characteristics and expressions of personal identity
- Ability to seek out new methods and principles and be willing to incorporate them into existing practices
- Knowledge of laws, regulations, and guidelines governing government funding

Software-Related Skills:

- Demonstrates expertise in Microsoft Office applications
- Working knowledge of integrated database applications is beneficial
- Ability to use new software programs with basic training

Physical Requirements:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone
- Ability to operate a desktop or laptop computer
- Ability to lift up to 50 lbs. (usually file boxes)
- Ability to access and produce information from a computer
- Ability to understand written information

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties,

responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. BOSS is committed to providing reasonable accommodation for qualified job applicants, job candidates, and employees with disabilities to ensure they enjoy equal access to all employment opportunities and benefits of employment as required by the Americans with Disabilities Act.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:
Donald Frazier, Executive Director
hrjobs@self-sufficiency.org