

Grant Accountability And Transparency Unit
Indirect Cost Specialist

JOB DESCRIPTION

The Grant Accountability and Transparency Unit (GATU) in the Governor's Office of Management and Budget is seeking to hire an Indirect Cost Specialist. This challenging position is a great opportunity for someone to start their career with a nationally recognized team in grant management and innovation.

The Indirect Cost Rate (ICR)/Audit Specialist will provide direct support to the GATU Manager.

The successful candidate will be responsible for assisting state awarding agencies and their grantees in developing Indirect Cost Rate Proposals (ICRPs) for review and approval through the State of Illinois' Centralized Indirect Cost Rate Election System. The successful candidate will facilitate all aspects of the indirect cost rate proposal process, including but not limited to, corresponding with various grantee entity types, State Cognizant Agencies, and the State of Illinois Indirect Cost Rate Contractor, to ensure timely, accurate and compliant indirect cost rate negotiations.

Job duties include but are not limited to the following:

- Develop a strong working understanding of the Federal Cost Principles requirements under 2 CFR 200, Uniform Administrative Requirements, Cost Principles, including direct and indirect costs, indirect cost rate negotiations, and Financial reporting requirements for State and Federal Awards in accordance with the Illinois Grant Accountability and Transparency Act;
- Coordinate the Indirect Cost Rate approval process for the grant making agencies in the State;
- Manage the Indirect Cost Rate contractor to ensure that proposals are negotiated on a timely basis, adequate information is provided and distributed to grantees and grant making agencies;
- Manage and maintain the Indirect Cost Rate Election System;
- Assist in preparing a RFP for contractors to conduct the negotiations of the grantee indirect cost rate and the selection of the contractor;
- Track indirect cost rate performance measure information;
- Facilitate monthly Indirect Cost Subject Matter Expert (SME) meetings;
- Analyze difficulties that cause delay in the negotiations of an indirect cost rate and provide recommendations on training or modification to policies and procedures regarding the indirect cost negotiation process to assist state agencies and grantees on efficient and effective submission and negotiations of indirect cost rates;
- Reviewing grant budgets for direct and indirect costs;
- Provide technical assistance to state grant making agencies and grantees on the submission of budgets, budget to actual and indirect cost rate proposals;
- Being fluent in ongoing matters of state and federal guidance for the administration of grant funding including State and Federal Statutes, code of federal regulations, Illinois Administrative Code and state accounting requirements such as grant administration, cost principles, budgeting and reporting;
- Understanding of the State's Grant Accountability and Transparency Act structure, mission, implementation and ongoing assessment in order to make meaningful recommendations for improvement;
- Provide technical assistance to state agencies and grantees on GATU/grant systems;
- Create, review and finalize FAQs related to indirect costs;
- Other assigned or required duties which are reasonable within the scope of the Indirect Cost Specialist's duties.

SPECIALIZED SKILLS

The ideal candidate will possess the following skills and interests:

- Ability to conduct sound and detailed analyses of budgets including direct and indirect costs in accordance with federal cost principles;
- Working knowledge of 2 CFR 200 – Uniform Administrative Requirements, Cost Principles;
- Ability to work in high-paced, fluid environment, providing accurate information frequently on short timelines;
- Ability to handle multiple tasks and projects;
- Ability to professionally interact well with agency representatives and grantees; and
- Pro-active work ethic to self-develop appropriate areas for analysis to understand trends, identify problems and issues and offer potential solutions.

EDUCATION AND EXPERIENCE

- Candidates must have, at a minimum, a Bachelor's degree in Accounting, Finance, Economics, Business Administration or equivalent, or supplemented with appropriate work experience;
- Experience in federal or state grant management;
- Proficient working knowledge of Microsoft Word, Excel, PowerPoint, Outlook;
- Working knowledge of webinar software and learning management systems preferred;
- Must be analytical, detail-oriented, meticulous and resourceful;
- Strong people skills and the ability to communicate effectively both orally and in writing;
- Ability to work independently and as part of a team;
- Innovative, quick learner, ability to adapt to new challenges;
- Ability to multi-task and maintain accuracy.

This job description is intended to present a general list of tasks/duties performed by GOMB employees; it is not intended to reflect all duties performed within the job.

Work location

This position is based in Springfield, occasional overnight travel is required. The buildings where GOMB offices are located are ADA-accessible.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Anticipated starting salary is monthly starting salary for this position is \$6,667. Note that salary and position classification will be determined based on the level of experience when a job offer is made. Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

APPLICATION INSTRUCTIONS

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building

Springfield, IL 62706

Fax: 217-524-4876

Governor's Office of Management and Budget – Job Description

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) Weeks paid Parental Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.