



Fiscal Specialist, Finance Division

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

Serves as Fiscal Specialist in the Finance Division. Assists the Division, other FTF staff, and FTF grantees in the effective management of multiple grant programs. Reports to the Quality First Finance Manager.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. She/he will excel in detail-oriented analysis of grant activity and be able to provide excellent internal and external technical support, service and training.

Typical Duties and Responsibilities:

Under the guidance of the Finance Manager:

- Work with the First Things First Program Division to develop Request for Grant Application (RFGA) and grant agreement documents for implementing statewide grant awards
- Manage and facilitate the RFGA process from release to award
- Travel within the regional areas of FTF to make public presentations and meet with staff, councils, grantees and QF participants as needed
- Monitor grantee submissions of data and narrative reporting
- Review and analyze grantee reimbursement submissions to ensure accuracy and compliance
- Communicate and provide technical assistance to grantees over various financial and contract-related issues

- Support the QF Scholarship finance team in their work with the administration of the Quality First Scholarship program, with particular focus on supporting customer service calls to FTF regional teams, providers, and families as appropriate
- Prepare and update materials and documentation to support the role of the finance division
- Effectively manage the amendment process for all responsible contracts, including possible changes from over 25 regional councils
- Work with regional and program teams to understand, align, and operationalize programmatic and regional goals
- Coordinate with grantees, the QF Scholarship finance team and manager to accurately reconcile all contract expenditures monthly, quarterly and/or annually to the appropriate funding source
- Support Quality First Scholarship monitoring and implementation efforts cross-divisionally
- Other duties as assigned

Qualifications:

- B.A. or equivalent in Finance, Accounting, Public Administration or other relevant field
- Knowledge of federal and state laws regarding grant process and contracting including monitoring and compliance
- Knowledge of contract elements, terms and conditions, and legal language contained within
- Experience with web-based applications and Microsoft Office Suite, particularly Microsoft Excel
- Experience in public presentations and training
- Strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience
- Detail oriented with the ability to meet competing deadlines
- Creative and solution driven
- Cooperative in working relationships
- Comfortable working with minimal supervision and maintaining multiple responsibilities
- Reliable, regular and punctual attendance at work during core business hours

Review of resumes will begin on June 27, 2016 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 24, and has a salary range of \$55,000 to \$59,500. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”