

GRANT ADMINISTRATOR (2) - Position #K0237332 & #K0229961

These permanent, full-time positions are located in the Office of the Secretary, Topeka, KS; and are directly supervised by Jill McMillan, Federal Aid Coordinator.

These positions coordinate the planning, preparation and submission of grant proposals and reports to federal granting agencies. Primary agencies include the Department of Interior, U.S. Fish and Wildlife Service and U.S. Coast Guard. The assigned grants may change over time as new grant programs are initiated by the federal government, KDWP incurs staff changes, or as other events occur. These positions also ensure compliance with all federal, state, and agency regulations and recommend necessary corrections.

These individuals will be responsible for developing and maintaining a sub-recipient monitoring system to ensure compliance with federal, state, and agency regulations; including agency online reporting. They will develop criteria and conduct limited scope external audits of sub-grantees and partnerships which may involve individuals, not-for-profit organizations, corporations, and other governmental agencies. Develop, implement, and maintain the unit's internal control measures, standard operating procedures, and policies manual. Provide clear and concise grant administration policies and procedures for staff and grantees. Work with grant personnel and agency staff to resolve coding and compliance issues. Coordinates contract for development and submittal of the agency's indirect cost rate proposal to the National Business Center for approval. The package is a complex application which contains multiple reports reconciled back to the State's accounting system, financial status reports and worksheets validating compliance with US Fish and Wildlife Service 3% limitation requirements. Answer National Business Center Auditor's questions and resolve any issues or concerns to achieve an annual approved indirect cost rate. Coordinate activities and response during audits by federal granting agencies. Includes U.S. Fish and Wildlife Service, U.S. Coast Guard and other agencies as assigned by supervisor. Maintain knowledge of grant funding policies, regulations and procedures. Advise staff on audit methodology and compliance issues. Monitor and inspect grant compliance of real property, equipment and activities. This requires travel to KDWP offices and project sites.

These positions also submit annual license certification to U.S. Fish and Wildlife Service by the stated due date.

BENEFITS: Beginning hourly salary, \$31.97/hour to \$33.60/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Three years of experience in examining financial records and controls to assess accuracy of records and compliance with statutes, regulations, and professional/legal standards. Bachelor's degree in accounting/auditing, business administration, finance or economics may be substituted for experience as determined relevant by the agency. The successful candidate must pass a background check and must possess and maintain a valid driver's license.

ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES: The successful applicant must have a mix of computer database, spreadsheet, and word processing knowledge. A basic knowledge of cost accounting principles, financial statements and audit principles and knowledge of federally approved auditing standards is desirable. Applicants having experience with the SMART process or other electronic financial systems are preferred. Experience with federal grants preferred. Applicants must possess the ability to communicate effectively and train others. The successful applicant will be innovative and a resourceful self-starter able to work with minimal supervision and demonstrate organizational skills.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application -this is generated automatically based on the information input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – August 2, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.