

Mid-America Regional Council

Head Start Grant Manager

The Mid-America Regional Council (MARC) is seeking a qualified individual to serve as a Grant Manager. This person will be responsible for providing comprehensive fiscal management for small and large programs funded by multiple grants.

Who We Are

MARC, the association of local governments and metropolitan planning organization for the bistate Kansas City region, promotes and supports cooperation on regional issues, including transportation, the environment, our workforce and economy, aging services, community development, quality early learning, public safety communications and emergency services. MARC has a collaborative work environment with a culture based on integrity, innovation, diversity and inclusion, excellence in performance and service leadership.

About the Role

The Grants Manager is a full-time role that works as a leadership team member of the Finance and Administration Department, and in concert with program managers within the agency, to provide comprehensive fiscal management for grant-funded programs. This role serves as the required fiscal officer for all Head Start grants and requires a high level of familiarity with federal and state grants, Uniform Grant Guidance and various reporting methods and procedures. This position works closely with Department/Program Directors for seamless grant generation, program monitoring and reporting.

What You Will Do

- Generates, reviews and assists with grant application budgets that support the program goals and objectives, contractual requirements and indirect costs.
- Reviews grantee/contractor budgets to ensure accuracy and compliance.
- Completes quarterly budget analysis
- Provides management of and sometimes performs regular financial processes required for grant management including processing voucher request forms, reviewing timesheets, preparing sales invoices, purchase orders, and budget revisions.
- Reviews and approves journal entries, assigns account codes and monitors charges for reasonableness and compliance with appropriate grant requirements and internal financial policies and procedures.
- Prepares or oversees the preparation of applicable fiscal reports, including federal and state reporting, for programs in portfolio and ensures timely submission.
- Manages professional grant accountants and works hand in hand with accounting staff to ensure internal controls are adequate and consistently implemented.
- Proactively supports grantee agencies and contractors, providing expertise and review.

Who You Are

Minimum requirements

- Bachelors of Science Degree in Finance, Accounting or closely related fiscal field.
- Five to seven years of relevant, progressively responsible experience, preferably in the non-profit community, with experience in budgeting, forecasting, grant management and financial reporting.

Your resume will stand out if you have:

- A Master's Degree and/or Certified Public Accountant designation
- Head Start/Early Head Start experience
- Federal grant management and supervisory experience
- Proficiency with MS Office package software applications
- Advanced skills using Microsoft Excel and experience in utilizing an ERP/grant accounting software

SALARY AND BENEFITS

Starting monthly salary for this position is from \$6,000 up to \$7,667, depending upon qualifications. MARC offers an attractive team-oriented work environment along with a competitive fringe benefit package.

HOW TO APPLY

To apply, complete our [online application form](#) and attach your cover letter and resume. For more information, visit marc.org/jobs.

MARC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.