



LIBRARY OF VIRGINIA

GRANT MANAGER

Position #00234 (Full-Time), Pay Band 05

Financial Services Specialist II; 19032

Salary Range \$70,000 to \$75,000 (commensurate with experience)

Open to the General Public

The Library of Virginia, the state library and archives of the commonwealth, is seeking a qualified Grant Manager to work in the Financial Services Branch of the Administrative Services Division. This position will be responsible for providing financial oversight, review, reconciliation, reporting, amendments, auditing, and closeout for all Federal, Commonwealth, and Private grant programs. In addition, this position will provide broad financial assistance and guidance to library staff and serve as secondary backup for the accounts payable function.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

This is an exempt level position and is eligible for limited telework opportunities. Telework opportunities will vary based on work needs.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

75% - Grants Management and Financial Reporting

15% - Financial Assistance

10% - Accounts Payable Backup

REQUIRED QUALIFICATIONS

- Comprehensive and demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniformed Guidance);
- Comprehensive and demonstrated knowledge of Federal and Commonwealth governmental accounting policies and procedures;
- Knowledge of and experience with grants management requirements and statutes, regulations, policies, and procedures of grant programs;
- Demonstrated ability to manage budget and expenditure activities related to federally funded grants;
- Demonstrated ability to reconcile grant and accounts and produce summary reports;
- Ability to think and problem solve creatively;
- Ability to effectively manage and complete assignments independently and as a team member;
- Ability to manage multiple priorities;
- Strong attention to detail;
- Strong organizational and financial management skills;
- Excellent communication and interpersonal skills with ability to establish and maintain effective working relationships;
- Demonstrated success working in fast-paced, rapidly changing environment; and
- High proficiency in Microsoft Office tools and automated financial systems.

PREFERRED QUALIFICATIONS

- Graduation from college or university with major studies in Accounting, Finance, or related field; and
- Experience with Cardinal Financial Application is highly preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00234. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact nancy.epperly@lva.virginia.gov or 804-692-3586.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email nancy.epperly@lva.virginia.gov.

SPECIAL REQUIREMENTS

The Library of Virginia is an Executive Level Branch agency. Effective September 1, 2021, in accordance with Governor Ralph Northam's Executive Directive #18, by Article V, Sections 1 and 7 of the Constitution of Virginia, and by § 2.2-103 of the Code of Virginia, all Executive Branch employees who enter the workplace or who have public-facing work duties must disclose their vaccine status to the designated agency personnel. Executive Branch Employees who are not fully vaccinated or choose not to disclose their current vaccine status must undergo weekly COVID-19 testing and disclose weekly the results of those tests to the designated agency personnel. All Executive Branch Employees who have not been fully vaccinated must cover their mouth and nose with a mask in accordance with the Centers for Disease Control and Prevention while indoors and conducting public business.

This is a restricted position based on available funding through non-general fund revenue. Restricted employees are eligible for the state employee benefits package (including leave, retirement, life and workers' compensation insurance). Restricted employees are not eligible for severance benefits or the provisions of the Layoff Policy, [DHRM Policy 1.30](#). This position will transition to a non-restricted, General Fund position on 10/1/2022.

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.