

**CRIMINAL JUSTICE INSTITUTE
UNIVERSITY OF ARKANSAS SYSTEM**

Grants Compliance Analyst

- Job Description:** The Criminal Justice Institute is currently seeking qualified applicants to assist in providing administrative, financial, and budgetary support to the Criminal Justice Institute. Areas of Responsibility include: Grants financial management, financial reporting, maintenance of master grant files, journal entries, invoicing, and other Fiscal Services duties.
- Duties:** Reviews grant proposals, updates and maintains grant procedures and forms; establishes grant budget categories and sets up budgets; files monthly grant reports, and conducts grant closeouts. Prepares quarterly Federal grant reports and monthly internal financial reports on all grant cost centers. Monitors budgets and expenses per US Office of Management and Budget (OMB) Circulars, and grantee guidelines; meets with program managers regarding budget adjustments, expense transfers, and payroll adjustments; and sets up cost centers. Maintains grant project files and ensures that required documents are obtained from project managers for inclusion in the master grant file. Monitors all grant charges and makes adjustments when necessary. Calculates indirect cost entry. Responsible for approved payroll adjustment entries for salaried and hourly employees and monitors, tracks, and corrects salary expenses relative to the budget. Assists program managers prior to end of grant to determine final expenditures; ensures that all reports have been submitted for post grant review; and conducts grant closeout meetings.
- Qualifications:** Required qualifications: Bachelor's Degree in Business, Accounting, or a similar field or significant related accounting experience. Possess minimum of three years' experience in the management of grant compliance and accounting activities. Experience with state and federal grant quarterly financial reporting and monthly invoicing. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Director of the Criminal Justice Institute.
- Preferred Qualifications:** Prior grants accounting experience with a college or university.
- Salary:** High \$40,000s to low \$50,000s depending on qualifications and experience.
- Closing Date:** This position will remain open until filled.
- To Apply:** To apply for this position, submit a Criminal Justice Institute application (available at www.cji.edu), résumé, and names and address of three professional references to: Criminal Justice Institute, Attention: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

The Criminal Justice Institute is an Affirmative Action/Equal Opportunity Employer.