

VERMONT TECH

April 18, 2017

POSITION ANNOUNCEMENT

- Position:** **Project Manager /SWFI Grant Data & Budget Management**
Full-time, Exempt, VSC Grade 14, VSC –UP PAT Bargaining Unit
Grant funded position through June 30, 2020
- Location:** Williston campus (some need for travel)
- Compensation:** Within the VSC Grade 14 salary range plus the VSC-UP benefits package.
- Responsibilities:** Manage all aspects of data system implementation, analysis, reporting and organization within the scope of the U.S. Department of Labor strengthening Working Families grant (SWFI) awarded to Vermont Technical College. Also manage all financial aspects of the grant budget and direct service fund.
- Database implementation, monitoring and reporting using the existing cloud based grant data management system. Deliver consistent, reliable and arcuate data and information to external and internal customers.
 - Plan, implement, administer, coordinate, monitor and evaluate specific services and activities of all assigned financial and business management functions, including operating policies and procedures. Develop and modify policies/procedures, systems in accordance with institutional needs, objectives and government regulations.
 - In coordination with the Program Manager, the Vermont Tech Business Office and the VSC accounting office, coordinate the grant budget quarterly reports, monitor budget to actual expenditures, prepare various budget analysis, consult with grant and program managers on budget management strategies, prepare and document budget adjustments.
 - In coordination with Program Manager, consult frequently with federal funding and regulatory agencies, financial institutions, vendors and other outside groups.
 - Coordinate and serve as liaison in connection with year-end audits by VSC and other external auditors.
 - Prepare, analyze and present various accounting/financial reports and grant data reports for presentation to Program manager college management, US DOL and other internal /external groups.
 - Coordinate with grant partners and participants to collect vendor documentation for accurate distribution of the participant direct service fund.
 - Interfacing with grant partners and providing support, training, technical expertise, and ensure for the proper collection of data.
 - Ensure the overall integrity of the accounting operation, maintain internal controls and in-house auditing systems.

- Ensure the accurate storage of data, allowing the streamlined retrieval and analysis of aggregate data.
- Represent the program to external and internal constituencies.
- Duties performed in standard office setting but with some need for travel; work outside of regular business hours may be expected.

Qualifications:

Bachelor’s degree in Business or Computer Programming or other appropriate discipline plus 4-6 years of relevant experience in a related environment or a combination of education and experience from which comparable knowledge and skills are acquired.

- Two years’ experience with relational database technology.
- Project Management experience helpful.
- Excellent computer application skills including word processing, e-mail, presentation, Access, and Excel.
- Excellent organizational, research and analytical skills.
- Experience and success in a team environment.
- An understanding of the complexities of multi-level reporting arrangements.
- Excellent communication and interpersonal skills.
- Public speaking and customer service abilities.
- Experience teaching/training others in formal or informal environment is desirable.
- Ability to deal effectively with a wide range of end users, in person, over the phone and via e-mail.
- Valid Vermont driver’s license required.
- **PREFERRED QUALIFICATIONS:**
- Familiarity and experience with federal grant reporting.
- Familiarity with federal Uniform Guidance.
- Familiarity with Datatel’s Colleague, Image Now and other grant and financial management systems.
- Familiarity with higher education or non-profit business office administration.

Starting Date: ASAP

Application Deadline: Applications will be accepted until the position is filled.

To Apply: Submit a **mandatory** Vermont Tech employment application, resume and cover letter to jobs@vtc.edu Employment application is available on the Vermont Tech website at: www.vtc.edu/employment. **Incomplete application materials will not be considered.**

A Fingerprint-Supported Criminal Background Check is required for this position. Continued employment is contingent upon the results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.