

**Illinois Coalition Against Domestic Violence**  
**Job Description**

**Job Title: FISCAL COORDINATOR**

**Classification: NONEXEMPT**

**Supervisor: CHIEF CONTRACTS AND TECHNICAL ASSISTANCE OFFICER**

**Work Performed/Position Responsibilities:**

- Conduct ongoing fiscal monitoring of subrecipients including:
  - Completion of site visits, desk audits of financial documentation, document site visit history and conduct follow up visits and correspondence as needed.
  - Confirm receipt of completed, checked in subrecipient fiscal reports and review to ensure compliance with funder guidelines, accuracy, completion, and adherence to subrecipient approved budgets.
  - Monitor grant expenditures by subrecipients, identifying necessary follow up technical assistance and/or budget adjustments.
  - Monitor subrecipient compliance with service administrative and financial guidelines as required by ICADV. Develop and monitor action plans when subrecipient is out of compliance with contract requirements.
- Develop and proofread a variety of materials and template forms, including contracts, reports, proposals, budgets, statistical and technical charts, agendas, minutes, instructions and general correspondence.
- Execute ICADV policies and procedures for grant administration and other requirements of funders, including, but not limited to, maintenance of related contract and program files; review of data reports; and other activities related to the administration of pass through funds.
- Prepare and distribute documents related to ICADV funding opportunities for domestic violence services providers.
- Evaluate and monitor ICADV funding proposals for compliance with funder guidelines and accuracy, specifically project budgets and routine fiscal reports from domestic violence services providers, following up with corrective actions when necessary.
- Identify training needs for domestic violence agencies and collaborate with other ICADV staff for addressing those training needs.
- Compile reports and other informational materials regarding services.
- Provide programmatic information to the Board of Directors and Program Council as needed.
- Collaborate with other technical assistance and monitoring team members as necessary.
- Assist with staffing Services and Funding Oversight Committees of the Program Council as needed.
- Perform other duties as may be necessary or assigned by the Chief Contracts and Technical Assistance Officer, Chief Operations Officer or Executive Director.

**Knowledge Requirements:**

- Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
- Knowledge of how to effectively work with nonprofit, government and for-profit institutions.
- Commitment to the empowerment of domestic violence survivors and client-centered services.
- Basic knowledge of comprehensive domestic violence services or ability to quickly acquire.
- Familiarity with generally accepted policies and practices that impact survivors and domestic violence and their children preferred.
- Must have general familiarity with Generally Accepted Accounting Practices.
- Must have experience with development of project, grant and/or agency budgets.
- Three to five years previous bookkeeping experience required, not for profit bookkeeping preferred.

**Skills Requirements:**

- Excellent oral and written communication skills which demonstrate a commitment to professionalism.
- Excellent organizational skills which ensure the ability to manage multiple projects, meet frequent deadlines, and coordinate with other team members.
- Appropriate conflict resolution methods which lead to positive solutions.
- Ability to speak in public forums and conduct trainings.
- Ability to problem-solve and research needed information with difficult and diverse situations.
- Ability to understand and interpret complex rules and regulations, including but not limited to 2 CFR Part 200 [Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards](#)
- Knowledge of day to day use of Microsoft Office suite of software applications.
- Advanced skills in in Microsoft Excel or comparable spreadsheet application.
- Knowledge of day to day use of Adobe Acrobat.

**Physical Requirements:**

- Occasional lifting of light boxes may be requested.
- Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.

**Special Demands:**

- This position requires routine Illinois travel. Willingness and ability to travel with overnight stays.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, non-smoking, feminist-centered environment.
- Ability to work cooperatively with a variety of people as well as independently with minimal supervision.

**Sources:**

- The Fiscal Coordinator takes direction from the Chief Contracts and Technical Assistance Officer and the Executive Director.
- The Fiscal Coordinator is supervised by, reports to, and evaluated by the Chief Contracts and Technical Assistance Officer.

**Accountability:**

- The Fiscal Coordinator is responsible for ensuring subrecipient compliance with grant guidelines related to government passthrough funding.
- The Fiscal Coordinator is responsible for ensuring ICADV compliance with monitoring criteria of subaward agreements.
- The Fiscal Coordinator is responsible for acquiring a thorough knowledge of and ability to help programs implement the Illinois Services Guidelines for Domestic Violence Providers, Victims of Crime Act, Violence Against Women Act, Family Violence Prevention Services Act, Department of Justice Grants Management Guide, 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards and Illinois Grant Accountability and Transparency Act implementation.

ICADV is an equal opportunity employer.

Created: March 2018

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