



Job Description – Program Fiscal Specialist

Exempt or Non-Exempt:	Non-Exempt
Full-time or Part-time:	Full-time
Regular or Temporary:	Regular
Bargaining or Non Bargaining	Non Bargaining
Department:	Community Impact
Type	Hybrid (In person for the first few months)
Reports To:	Grants Administrator, in close partnership with the Grants Manager

About the Role

The Program Fiscal Specialist performs fiscal review, analysis, and compliance monitoring for designated State-funded programs and funding agreements throughout the funding lifecycle. The position reviews financial reports, budgets, expenditures, and supporting documentation to assess compliance with State requirements, allowable cost principles, approved budgets, and applicable funding terms and conditions.

Within established policies, program requirements, and delegated authority, the Program Fiscal Specialist identifies fiscal discrepancies and questioned costs, evaluates the nature and significance of identified issues, and determines or recommends appropriate follow-up. Significant, complex, or unresolved fiscal or compliance matters are escalated to the Grants Administration Manager or other appropriate management.

The position provides fiscal guidance to funded partners and works collaboratively with internal stakeholders to support accurate financial reporting, timely resolution of fiscal issues, and effective administration, monitoring, and close-out of State-funded programs.

Essential Duties and Responsibilities

Fiscal Review & Compliance Analysis

- Review and analyze subrecipient financial reports, budgets, expenditures, invoices, and supporting documentation for compliance with applicable State requirements, approved budgets, grant terms, and allowable cost principles.
- Identify fiscal discrepancies, unsupported expenditures, questioned costs, budget variances, and other potential compliance issues.
- Evaluate identified fiscal issues and determine appropriate follow-up within established procedures and delegated authority.
- Escalate material, complex, unusual, or unresolved fiscal and compliance matters to the Grants Administrator, Grants Manager, or other appropriate management.
- Document fiscal findings, determinations, follow-up actions, and resolution of identified issues in accordance with applicable grant and organizational requirements.

Grant Intake & Subrecipient Fiscal Review

- Review grant applications and related fiscal and eligibility documentation to identify financial or compliance matters requiring clarification or additional review.
- Evaluate submitted fiscal documentation for completeness, accuracy, consistency, and compliance with applicable State grant requirements.
- Identify missing, inconsistent, or potentially noncompliant documentation and communicate required follow-up to subrecipients.
- Provide technical guidance to subrecipients regarding established fiscal reporting, documentation, and grant compliance requirements.
- Coordinate with internal stakeholders regarding fiscal findings, reporting requirements, and resolution of identified issues.

Fiscal Reporting, Reconciliation & Close-Out

- Analyze fiscal reporting packets and support financial documentation for accuracy, consistency, and compliance with applicable grant requirements.
- Review reported expenditures against approved grant budgets and applicable funding requirements.
- Perform fiscal reconciliations and identify discrepancies requiring clarification, correction, or additional supporting documentation.
- Conduct fiscal close-out reviews of subrecipient submissions and identify unresolved discrepancies, questioned costs, or outstanding compliance requirements.
- Coordinate with subrecipients and internal stakeholders to facilitate timely resolution of fiscal findings and completion of grant close-out requirements.
- Maintain appropriate documentation supporting fiscal review conclusions and close-out determinations

Monitoring & Follow-Up

- Monitor assigned fiscal reporting requirements, deadlines, outstanding documentation, and corrective actions.
- Communicate proactively with subrecipients regarding fiscal discrepancies, required documentation, reporting deadlines, and outstanding compliance matters.
- Track identified fiscal issues through resolution and maintain documentation of communications and follow-up activities.
- Identify recurring fiscal reporting or compliance issues and communicate trends or concerns to the Grants Administrator and Grants Manager.
- Participate in grant monitoring activities as assigned, including review of financial records and supporting documentation.

Internal Coordination & Administration

- Collaborate with Community Impact, Finance, and other internal stakeholders regarding grant fiscal reporting and compliance matters.
- Maintain accurate and organized records of fiscal reviews, compliance findings, communications, follow-up actions, and resolutions.
- Manage multiple State-funded grant reviews, reporting cycles, and deadlines simultaneously.
- Participate in meetings with subrecipients, State representatives, and internal stakeholders as appropriate.
- Perform other grant fiscal review, compliance monitoring, reporting, and related duties associated with designated State-funded contracts as assigned.

Funding Contingency

This position is intended to support specific contracts of limited duration and is anticipated to be funded through those contracts. If such funding is reduced, discontinued, or otherwise becomes unavailable, the Company may modify or eliminate the position in accordance with its employment policies and applicable law. This funding contingency does not alter the at-will nature of employment.

Preferred Qualifications

- Experience with State of Hawaii grant processes, reporting cycles, and close-out procedures.
- Working knowledge of nonprofit and grant accounting, GAAP, and financial reporting practices.
- Advanced skills in Excel.
- Knowledge and experience with grant-making systems and community impact program implementation.
- Comfortable interacting with stakeholders at all levels of an organization.
- Ability to operate effectively with diverse organizations and work independently as well as within a team.
- Experience managing government funding (federal, state, or county)
- Strong understanding of grant compliance and regulatory framework

Required Qualifications

- Minimum two (2) years of experience in grant fiscal administration, grant compliance, fiscal monitoring, financial review, or related grant management functions.
- Must be authorized to work in the United States
- Must be able to pass a background and drug test
- Must be located in Hawaii or have pre-existing plans to be in Hawaii

Work Environment & Expectations

- This position operates in a hybrid work model, primarily in-office, with remote flexibility
- May require local and inter-island travel

Physical Work Environment and Equipment

- Indoors in an air-conditioned office with possible external meetings at government offices, corporate headquarters, and nonprofit partner sites
- Frequent use of computers, financial software, government filing systems, and Microsoft Office 365 Suite
- Monday – Friday, typically 8:00 AM – 5:00 PM, with flexibility for evenings and weekends as needed, especially during reporting deadlines and close-out periods

Work Hours

Full-time, Monday through Friday.

Occasional early morning, evening, or weekend work may be required based on grant reporting deadlines, monitoring activities, or other business needs.

Equipment Use

Regular use of a computer and related office technology.

Frequent use of Microsoft Office, financial systems, grant management systems, CRM platforms, and virtual meeting applications.

Mental and Physical Requirements

- Must be able to perform the essential functions of the position, with or without reasonable accommodation.
- Ability to review detailed financial and administrative documentation with a high degree of accuracy.
- Ability to manage multiple tasks and deadlines.

- Ability to sit and work at a computer for extended periods.
- Ability to communicate effectively verbally and in writing
- Indoors in an air-conditioned office with possible external meetings at government offices, corporate headquarters, and nonprofit partner sites.
- Frequent use of computers, automated telephone systems, office supplies, financial software, government filing systems, and Microsoft Office 365 Suite.
- Physical demands may include moving within office and meeting environments, using standard office equipment for extended periods, attending off site meetings, and occasionally lifting or carrying materials up to 25 lb.

Travel Requirements

- Occasional local travel may be required.
- Limited inter-island travel may be required depending on State contract or program needs.

Supervisory Requirements

None. This position does not have direct supervisory responsibility. However, the role requires leadership of cross-functional processes, coordination with internal and external stakeholders, and guidance o departments regarding grant administration, fiscal compliance, reporting, and funding requirements