

Finance Subgroup



Position: Finance Subgroup Member

Background

Under the direction of the Grants/Finance Sub Group Leader within the Administration/Finance Functional Group in the new Advisory Organization, the following requirements and criteria should be considered in the system wide recruitment of Grants/Finance Sub Group members. The intent of these requirements is to identify functional knowledge, skills and abilities of the subgroup member. The requirements and criteria for the position are identified in the following categories:

Knowledge

- Possess a working knowledge of the current National Incident Management System/Incident Command System; the National Response Framework; and the DHS/FEMA National US&R Response System, its organizational structure, operating Procedures and terminology
- Possess a working knowledge of the Memorandum of Understanding (MOU) of the primary sponsoring agency and participating agencies
- Possess a working knowledge of FEMA's US&R Response System, organizational structure, operating procedures, terminology, and awareness of FEMA authorized equipment cache list
- Possess a working knowledge of the Incident Command System including successful completion of the IS-100, IS-200, IS-700 and IS-800 on-line courses.
- Possess a working knowledge of all applicable OMB Circulars including Cost Principles, Administrative Requirements, Audit Requirements and Code of Federal Regulations (CFR).
- Possess a working knowledge of audit requirements and procedures
- Possess a working knowledge of accountability for Federal Grants.

Skills

- Be proficient in reporting policies and procedures as they relate to the FEMA US&R Cooperative Agreements and Statement of Work and regulations
- Possess strong interpersonal communication skills

Abilities

- Be able to effectively communicate orally and in writing and possess the ability to work independently.
- Work effectively with computers, the Internet and standard business software applications.
- Successfully manage the Cooperative Agreement in accordance with the approved statement of work, budget and budget narrative and regulations.