



## Procurement and Grants Officer Position Description

<b>Job Title:</b>	Procurement and Grants Officer
<b>Department:</b>	Volunteer West Virginia
<b>Reports To:</b>	Executive Director
<b>Pay Range:</b>	\$37,536-65,020 (Procurement Specialist- Class Code 7202)
<b>FLSA Status:</b>	Non-exempt
<b>Prepared:</b>	March 18, 2026

### Position Details and How to Apply

The Procurement and Grants Officer is responsible for the administration, oversight, and financial management of all federal grants for Volunteer West Virginia. The role involves comprehensive reporting and ensuring compliance with federal and state regulations. This position will have office space allocated in Charleston, West Virginia at both Volunteer WV's main office on Quarrier Street and the Finance Team's office suite located in the West Virginia Culture Center. The position requires full-time work during business hours, Monday through Friday.

This job opportunity is not a Civil Service position and is not covered under the Administrative Rule of the WV Division of Personnel. The state of West Virginia offers competitive benefits. Remote work is not permitted. Limited travel is required.

Cover letters may be addressed to Executive Director Jessica Sammons. Please email a resume and cover letter to [Perri.K.Bone@wv.gov](mailto:Perri.K.Bone@wv.gov).

### Duties and Responsibilities

The Procurement and Grants Officer is a key financial role, responsible for the management of the agency's portfolio of federal and state grants. Key duties involve establishing robust internal financial controls, coordinating audits and maintaining documentation, preparing and submitting timely and accurate financial and programmatic reports, managing compliant grant closeout processes, and providing training and consultation to program staff on proper expenditure and documentation practices.

### Financial

- Follows all guidance and protocols from the Department of Tourism regarding financial procedures
- Supervises the day-to-day payment and audit of all agency financial transactions, including time and effort reporting, subsequent payroll cost allocations, recovery of indirect costs, and procurement practices
- Performs final agency administrative review of grants and subagreements, contract and bid documents
- Oversees preparation and approval of quarterly and semi-annual reports to federal funders and the Commission's Finance & Audit Committee.
- Supports the Executive Director in reporting to legislative and other stakeholders about financials.
- Manages grant funds; develops and reviews budgets; approves expenditures and disbursement of funds or disburses funds
- Manages and reconciles the agency's purchasing and travel cards, ensuring all invoices are paid and that fiscal paperwork is complete.



- Directs the office purchasing process, ensuring all paperwork is tracked and staff remain compliant with fiscal policies.
- Supervises the Commissioner and volunteer travel reimbursement process to ensure timely and accurate payments.

### **Compliance and Accountability**

- Establishes compliance standards for Commission personnel responsible for administering a portfolio of federal grants, accomplished through the creation and implementation of a comprehensive fiscal policy manual.
- Creates financial systems to ensure that all expenditures, grants, and cooperative agreements made by the Commission comply with CFR2520 and other federal and state rules and regulations
- Analyzes federal and state regulations and statutes, interprets them for staff and sub-grantees, and develops standardized written guidance for staff, commissioners, and sub-grantees detailing compliance procedures.
- Facilitates fiscal site visits to all AmeriCorps programs, providing necessary technical assistance and re-training when necessary
- Ensures compliance with current federal and state regulations, communicating all modifications to relevant stakeholders.

### **Administration**

- Develops research summaries and reports concerning timekeeping, budget-to-actual comparisons, and the state systems governing finance, audit, budget, and procurement for the Executive Director.
- Liaise with Tourism administration regarding protocols for financial transactions, payroll and other necessary systems
- Prepares grant award documents
- Serve as staff representative to the Commission's Finance and Audit committee
- Ensures staff understand administrative requirements related to purchasing, expenses, and reimbursement processes.
- Provides training to staff and Commissioners on financial policy and procedure
- Develops, organizes, and conducts comprehensive training sessions and workshops for AmeriCorps program staff as needed

### **What We Are Looking For**

#### **Knowledge, Skills and Abilities**

- Knowledge of generally accepted accounting theories, principles, methods, practices and terminology.
- Knowledge of state and federal grants procedures and reports, especially eGrants, Business Intelligence and Oasis.
- Experience with CFR guidelines, particularly CFR 2520
- Knowledge of the fundamentals of budgeting and accounting as applied to public administration.
- Knowledge of procedures for initiation, development, accomplishment and evaluation of public programs or services.
- Knowledge of business procedures.
- Knowledge of the state procurement and bidding procedures.
- Ability to define problems, collect data, establish facts and draw valid conclusions.



- Ability to interpret and explain laws, rules and regulations.
- Ability to maintain a favorable working relationship with a wide variety of professional and voluntary groups.
- Ability to learn and retain information pertaining to grant guidelines, procedures, preparation, submittals, record keeping and reporting.
- Ability to establish good public relations and solve problems in negotiating contracts and agreements.
- Ability to review grant applications and financial records.
- Ability to keep accurate records and to prepare written reports pertaining to financial status and progress in a clear, concise form.
- Ability to issue and follow oral and written instructions and exercise sound judgment
- Ability and willingness to travel several times a year within West Virginia and, occasionally, out of state
- Volunteer West Virginia is an Employer of National Service. We welcome applications from AmeriCorps or Peace Corps Alumni or those with previous experience working in a civilian service program.

### **Preferred Qualifications**

**Training:** Graduation from an accredited four-year college or university with a major in business or public administration, economics, finance, business management or accounting or related areas.

**Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time paid experience in grants management or public funds administration.

**Substitution:** Master's degree in business or public administration, economics, finance, business management, accounting, or a closely related field, from an accredited college or university, may be substituted for one year of the required experience