



## AmeriCorps Fiscal and Compliance Officer Position Description

<b>Job Title:</b>	AmeriCorps Fiscal and Compliance Officer
<b>Department:</b>	Volunteer West Virginia
<b>Reports To:</b>	Executive Director
<b>Pay Range:</b>	\$32,862-\$56,373 (Class code 9120)
<b>FLSA Status:</b>	Exempt
<b>Prepared:</b>	April 7, 2026

### Position Details and How to Apply

The AmeriCorps Fiscal and Compliance Officer oversees the financial and federal compliance aspects of grant-funded programs. Responsibilities include reviewing financial and program records, communicating necessary corrections, guiding on documentation and reporting, tracking match contributions, and maintaining monitoring records for audits.

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 WV offers competitive benefits. Remote work is not permitted. Limited travel in and out of state may be 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).

### Subgrantee Monitoring and Oversight

- Monitor and ensure compliance of subgrantee National Service Criminal History checks
- Facilitate the National Service Criminal History check process for Volunteer West Virginia staff
- Examine AmeriCorps member and program files for compliance
- Review AmeriCorps member timesheets for compliance
- Communicate regularly and effectively with subgrantees on any compliance issues
- Provide timely and accurate guidance to all grantees
- Attend relevant training and meetings related to compliance and monitoring
- Ensure compliance with current TrueScreen policies
- In coordination with the AmeriCorps Director, administer risk assessments and monitoring of programs

### Financial

- Review and approve periodic expense reports and documentation for compliance with Federal regulations
- Manage financial documentation, including the preparation of budget reports and purchase requests, while strictly adhering to all state and federal agency protocols
- Perform desk reviews of program financial activity
- Monitor and track match requirements for subgrantees
- Perform pre-award checks for all potential grantees
- Prepare annual and semi-annual financial reports in compliance with state and federal requirements

### Grant Management

- Offer consistent support for the programming activities of AmeriCorps
- Assist in the planning and coordination of logistics for AmeriCorps events, meetings and trainings
- Provide training and technical support to subgrantees



- Review subgrantee applications and budgets during the application review process
- Attend all required trainings and meetings for AmeriCorps programming
- Maintain up-to-date documents for programming, as directed by Volunteer WV and AmeriCorps
- Additional duties as assigned by the AmeriCorps Director to support AmeriCorps programming

#### **Administration**

- Oversees Volunteer West Virginia filing systems
- Develops and maintains Cooperative Agreements for all AmeriCorps programs
- Maintain program records in accordance with retention requirements
- Attend all relevant trainings, staff and commission meetings
- Assist Executive Director and AmeriCorps Director in maintaining relationships with other national service programs in the state
- Other duties as assigned in order to support the overall mission of Volunteer WV

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

- Experience with grant management, especially federal grants
- Excellent problem-solving skills
- Passionate about volunteerism and supporting West Virginia programs
- Exceptional attention to detail
- Ability to communicate effectively both orally and in writing
- 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 thoroughly review grant applications and financial records
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations
- 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.

#### **Minimum Qualifications**

**Training:** Graduation from an accredited college or university with a degree in the area of assignment.

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

**Experience:** Three years of full-time or equivalent part-time paid experience in a professional, administrative, technical, or supervisory position related to the area of assignment.

**Substitution:** Graduate study in the area of assignment may be substituted on a year-for-year basis for up to two (2) years of the required experience