

NOTICE OF VACANCY

FISCAL OFFICER

**Northwest High Intensity Drug Trafficking Area
300 5th Ave
Seattle, Washington 98104**

The Northwest High Intensity Drug Trafficking Area program is accepting applications for the position of Fiscal Officer in its downtown Seattle office. This annually funded program supports drug treatment/prevention and law enforcement activities in a 14 county area of Washington State. This independent contractor reports to the Director of the Northwest HIDTA and is responsible for tracking regional program budgets and performance in accordance with the policies established by the Office of National Drug Control Policy. The ideal candidate will have administrative law enforcement experience in maintaining and evaluating budgets and program oversight.

Opening Date: February 22, 2018

Closing Date: March 16, 2018

About the High Intensity Drug Trafficking Area Program

The High Intensity Drug Trafficking Areas (HIDTA) program provides assistance to federal, state, local, and tribal law enforcement agencies operating in areas determined to be critical drug-trafficking regions of the United States.

The purpose of the program is to reduce drug trafficking and production in the United States by:

- Facilitating cooperation among federal, state, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities.
- Enhancing law enforcement intelligence sharing among federal, state, local, and tribal law enforcement agencies.
- Providing reliable law enforcement intelligence to law enforcement agencies to facilitate the design of effective enforcement strategies and operations.
- Supporting coordinated law enforcement strategies that make the most of available resources to reduce the supply of illegal drugs in designated areas of the United States and in the Nation as a whole.

The scope of work required of this Independent Contractor position includes:

- Implementing all aspects of budget planning and development; budget review, maintenance and evaluation at the Federal, State and local government levels.
- Monitoring program progress and determining compliance with the policies and procedures required of the Office of National Drug Control Policy, Office of Management and Budget and the HIDTA program.
- Interaction with fiduciary and program executives to ensure the mission and goals of the Northwest HIDTA are met.

Fiscal Requirements (include but not limited to)

- Establish and/or revise and maintain operating policies and procedures for management of funds
- Prepares annual budget estimates and coordinates budget submissions to the Director, the Executive Board and to Office of National Drug Control Policy (ONDCP)
- Disseminate guidelines and instruction material for preparation of budget submission and program objectives
- Provides technical assistance for developing budget submissions and funding estimates
- Provides guidance to HIDTA fiduciaries on the reporting and reimbursement procedures and Federal Financial Reporting requirement
- Review, analyze, and provide recommendations on requests from agencies and task forces for reprogramming and funding allocations
- Interpret, revise and provide instructions for preparing and presenting budget proposals, budget forecasts, funding status and expenditure reports for all Northwest HIDTA initiatives
- Provide managerial and accounting interpretations of data in reports provided to the Northwest HIDTA Director, Executive Board and ONDCP
- Develop, coordinate, and implement new or revised in-house accounting systems, initiating necessary instructions and procedures in conformance with HIDTA and ONDCP policies
- Assures accounting, reporting and procedures are in compliance with established fiscal and administrative policies and procedures of the HIDTA program

Program Review Requirements

- Monitor Northwest HIDTA grants from application phase to closeout phase, ongoing reviews of the use of funds to ensure compliance with regulations
- Review and balance all grants to the HIDTA Financial Management system
- Review the accuracy and permissibility of expenditures and identify any problem areas
- Perform in-house and on-site reviews of fiduciaries/agencies receiving HIDTA funds, examining financial reports, accounting records and related documents, and determining whether procedures are consistent and conform to acceptable practices
- Examine program objectives and packages submitted by agencies for adequacy of material and compliance with ONDCP/HIDTA procedures
- Assist in planning and developing materials for presentation to the Executive Committee and ONDCP

Working Conditions

- Office setting

Desirable Qualifications-Appointment-Salary Education/Training/Work Experience

Minimum Qualifications

- A Bachelor's degree in Accounting, Financial Management or a closely related experience
- Four (4) or more years (full-time equivalency) of progressively responsible experience in financial management
- Ability to use discretion and good judgment with confidential issues
- Proven experience using MS Word, Excel, Power Point, Outlook, Internet, and be able to adapt to HIDTA specific data base
- Knowledge of principles, grant management, practices and techniques of budgeting and accounting, governmental organization and principles of public administration, internal auditing principles, procedures and practices and financial records and reports
- Ability to analyze budgets and accounting procedures; recognize and solve accounting, budget and business problems; prepare and present comprehensive reports and recommendations; meet and communicate effectively with officials
- Ability to communicate effectively both orally and in writing, ability to work independently and organize priorities; temperament necessary for effective communication and the establishment and maintenance of effective working relations with all levels of staff, governmental agencies and the public
- Ability to satisfactorily pass a law enforcement background investigation and acquire and maintain a Secret Security Clearance

Appointment

This position is federally funded, but the selected candidate will not be considered a federal, state, or local agency employee for employment purposes. The Fiscal Officer will report to the Northwest HIDTA Director and will serve by virtue of an annual renewable contract based on performance and the availability of continued funding.

Compensation

Salary: \$79,570 (GS Schedule Grade 12 step 1)

Fringe: \$18,301 (23% of salary)

Submit Resumes to:

Northwest HIDTA

Attn: Russ Baer, Acting NW HIDTA Director

FiscalOfficerApplications@NW.HIDTA.ORG