



## **DETROIT AREA AGENCY ON AGING**

**Position:** Grants & Contract Manager

**Requirements/Responsibilities:**

CPA – certification, Bachelor's from an accredited college or university with 5 years of experience, of auditing and contracts, program management in the area of health/ public administration. Leadership experience in planning, program development and business strategy. Ability to manage assigned staff. Some profit experience required; Experience primarily related to the duties and responsibilities described.

- Oversee and supervise maintenance of the agency's financial and accounting system
- Supervise and train employees in accounting, payroll and accounts payable and contract management
- Assist in development of the agency's budget and forecast
- Oversee contract compliance and provider audits; manage the maintenance of required data
- Develop internal and external reports from contract management as required by the agency and contractual obligations
- Coordinate and facilitate the grant review committee
- Facilitate grants and contracts application and review process
- Assist in the facilitation of the finance committee of the board
- Monitor internal and external reports to ensure proper compliance with GAAAP and other applicable procedures, policies and legal regulations
- Coordinate and prepare for financial audits as required by the agency's policy, governmental or other applicable regulations
- Analyze financial data and prepare projections and appropriate recommendations
- Manage the cash flow of DAAA

**Closing Date:** Until filled

**Interested applicants should forward a resume and cover letter to:**

Human Resources  
[humanresources@daaa1a.org](mailto:humanresources@daaa1a.org)  
(313) 446-4453