



**TAHOE
REGIONAL
PLANNING
AGENCY**

**JOB OPENING:
FINANCE AND GRANTS ANALYST**

THE POSITION

Tahoe Regional Planning Agency and our dynamic team of professionals seek a motivated **Finance and Grants Analyst** to join our team coordinating important grant initiatives. This position works closely with program managers to coordinate all stages of the grant and contracting life cycles including pre-award, post-award, financial reporting and budgeting, compliance, coordinating deadlines, guiding the procurement of vendors, and assisting with contract administration. This job supports the implementation of critical agency programs by providing overall financial guidance and performing basic accounting functions through tracking expenses, requesting reimbursements from funders, forecasting, budgeting, guiding vendor selection according to agency policy for competitive bidding, ensuring compliance, project management, and analyzing and solving problems. There is room for the right candidate to grow into the role or expand the role by taking on more diverse and challenging tasks related to grants management. Skills to build partnerships in the workplace and understanding federal cost principles and uniform administrative requirements outlined by 2 CFR 200 will help the candidate transition into this role. Knowledge of GAAP is desirable, but not required.

This position will work in the finance department and play an integral role in all aspects of TRPA's work in the Tahoe Basin by building partnerships within the agency with program staff and externally with federal, state, and local partners. This position works closely with the Finance Director to ensure compliance with financial policies, quarter end processes, and audit.

Remote/Hybrid work schedule eligible.

Overall Responsibilities

- Manage accounting processes and grant compliance requirements for federal, state, and locally funded grant programs.
- Coordinate grant proposals, timelines, and budgets as needed.
- Prepare, manage, and update financial data including budget to actual comparison reports for managers and funders to track match and request reimbursement including corresponding invoice in accounts receivables.
- Track and coordinate submission of progress reports, interim reports, federal financial reports, final narrative, and other reporting based on funder's requirements.
- Communicate and build partnerships with program managers, funders, and partner agencies.

- Assist with agency financial tracking such as mitigation funds, accounting and distribution for local jurisdictions and land banks.
- Assist with the Agency's budget, work plan, and audit.
- Administer contracts and purchase orders by providing guidance to program staff on the appropriate financial policy such as Request for Proposals (RFP), coordinate with Legal staff to negotiate and finalize contract terms, coordinate all final documents and signatures, contract amendments, and contract closeout.
- Assist with the quarter-end close process including problem solving, reconciling, and adjusting journal entries.
- Assist with standard month end process as needed.
- Identify and implement continued process improvements.

Desired Qualifications

BS/BA in Accounting, Finance, Public Administration, or related field with 2 to 4 years of related experience with increasing responsibility or equivalent and related work experience. Position requires demonstrated finance and accounting experience in the public or private sectors and successful grant and contract management experience. Strong administrative, compliance, and professional interpersonal skills. Familiarity with federal grant administration and/or project management is highly desirable.

Desired Knowledge, Skills and Abilities:

- Knowledge of grant management, budget development, and financial reporting.
- MS Office skills, including excellent Excel skills adaptive to new features and technologies.
- Performs project management skills such as planning, setting and managing milestones, identifying and managing stakeholder relationships, and achieving agreed-on outcomes.
- Demonstrates attention to detail and job focus; organizes and prioritizes well; seeks ethical solutions and results.
- Takes initiative; self-motivates; demonstrates creativity and critical thinking.
- Communicates detailed information effectively both verbally and in writing. Answers questions and clarifies points.
- Works effectively in a team: able to build partnerships and work collaboratively; integrates disparate viewpoints into creative solutions.
- Ability to work effectively in a fast-paced environment, set priorities and meet deadlines.
- Has strong interpersonal and active listening skills with a collaborative working style.
- Demonstrates an ability to exercise sound, independent professional judgement.

Our Mission: To lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment.



THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

TRPA is organized to reflect the three core functions it performs: a Planning and Code Compliance Division including current permit processing and regional planning; an Environmental Improvement Division responsible for coordinating restoration programs to implement the Regional Plan; and a Research & Analysis Division responsible for maintaining science and monitoring information and reporting on progress and accomplishments in achieving regional planning goals.

THE COMMUNITY

Nestled in the breathtaking Sierra Nevada mountains, Stateline, Nevada, South Lake Tahoe, California and the Tahoe Basin are an adventurer's paradise. At 6,200 feet above sea level, the region is home to some of the best winter sports, water sports, bike trails, family fun and nightlife in the US. Primarily known for its nearby world class ski resorts and beautiful beaches, the Stateline, Nevada/South Lake Tahoe, California area has no end of activities for young and old alike.

Residents and visitors can spend the day hiking in beautiful state parks such as Van Sickle Bi-State Park and Sand Harbor Nevada State Park or adventure along the 165-mile-long Tahoe Rim Trail. In addition, water sports including kayaking, boating, jet skiing, fishing and other water activities abound in the summer months. The region also boasts multiple outstanding outdoor destinations, like Yosemite National Park and the Black Rock Desert, in both California and Nevada. Other activities in the area include golfing, swimming, biking, horseback riding, backpacking, and camping. For winter activities, there are a total of seven ski resorts that surround the entire Lake Tahoe area. The closest ski resort, just adjacent to the TRPA offices, is Heavenly Mountain Resort. Easily accessible through Heavenly Village, the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride.

For those looking for more relaxed activities, Stateline, Nevada is home to four hotel casinos and a new events center that offers concerts, sporting events, gaming, amazing restaurants, and more. Take in the nightlife and performances at the events center and hotel-casinos or enjoy plays and concerts in unparalleled outdoor venues like the Sand Harbor State Park amphitheater.

The region is served by U.S Highway 50 and Interstates 80 and 580 which connects with Sacramento and San Francisco to the west and Carson City and Reno, Nevada to the east. This position is easily commutable from the Carson Valley, Reno area, allowing residents to appreciate Tahoe's benefits while allowing a greater choice of places to live. The Reno airport is one hour away, and the San Francisco Bay area with its attractions is a three hour drive.



COMPENSATION AND BENEFITS

The salary range is \$60,893 to \$91,339. Starting pay is generally between the minimum (\$60,893) and midpoint (\$76,116) with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 8.31 hours of Paid Time Off (PTO) accrued per pay period for sick and personal time away. Accruals increase with longevity.
- Accrue additional PTO (CTO) at the rate of 1.5 hours per hour of overtime worked.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight (8) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven (7) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer- paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Remote/hybrid flexible work schedules
- Dog-friendly employer.

APPLICATION PROCESS

Deadline to apply is Friday, August 2, 2024. Please visit our website at [https:// www.trpa.gov/ contact/employment/](https://www.trpa.gov/contact/employment/) to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "**Apply for Job**" link. Please attach a resume of your qualifications, and a cover letter describing your interest in the position in **one pdf** when you are completing the application.

RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

We do not accept walk-in, or hand delivered application materials nor applicant calls regarding open, pending, or closed positions. TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. All employment is decided on the basis of qualifications, merit, and business need.