



## TAHOE REGIONAL PLANNING AGENCY

**JOB TITLE:** Finance & Grants Analyst  
**FLSA STATUS:** Full Time Non-Exempt  
**REPORTS TO:** Controller  
**SALARY RANGE:** \$58,582 to \$86,332  
**CONTRACT TERM:** 36-month contract which may be extended depending on funding availability and program needs. Position open until filled.

### THE TAHOE REGIONAL PLANNING 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, a one-of-a-kind organization -- not purely federal, state, or local, but a unique hybrid organization -- and a vital avenue working at the crossroad of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

The Bi-State Agency is charged with regional planning, development and redevelopment oversight, implementation of environmental protections, and restoration programs for the Region. TRPA has both planning authority and the land use regulatory authority to back up, implement, and enforce regional-scale plans. Agency executives, managers, and employees are responsible to lead programs that weave together science, policy, public and private financial investment, and collaborative partnerships as foundations critical to Lake Tahoe’s long-term preservation. Agency staff functions at the complex intersection of environmental protection, land use planning, and real estate development in a highly sensitive environment.

### ESSENTIAL FUNCTIONS OF THE FINANCE AND GRANTS ANALYST

The Finance and Grants Analyst provides overall financial, grant compliance and project management support for Environmental Improvement Program and other agency departments. These programs are funded through federal, state, and local sources. The Finance and Grants Analyst has a role in the entire grant and contracting cycle including pre-award, post-award, reporting and compliance. Understanding federal cost principles and uniform administrative requirements outlined by 2 CFR 200 will be essential to the successful candidate.

### ROLES AND RESPONSIBILITIES OF THE FINANCE AND GRANTS ANALYST

- Manage accounting processes and grant compliance requirements for federal, state, and locally funded grant programs.
- Prepare quarterly grant invoices and all grant financial reporting according to the format required by the funder.
- Coordinate submission of quarterly grant progress reports, interim reports, and final narrative reports per funder’s requirements.
- Regular coordination meetings with funders to discuss grant progress.
- Track and account for match funds in accordance with award stipulations.
- Develop a strong working relationship with grant agencies.

- Assist with the annual work program and Agency budget.
- Provide leadership and direction to project managers to ensure conformity and compliance.
- Administer contracts including the Request for Proposal (RFP) process, coordinate with Legal to negotiate and finalize contract terms, coordinate all final documents, contract amendments, and contract closeout.
- Prepare, manage, and update financial data including budget forecasts and prepare financial status reports for managers and others as necessary.
- Process purchase orders.
- Assist Agency staff and external auditors with financial and compliance audits.
- Utilize judgment and interpret internal and external regulations, guidelines, and policies to make decisions.
- Identify and implement continued process improvements.
- Coordinate grant proposals, timelines, and budgets as needed.

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### **FINANCE AND GRANTS ANALYST REQUIREMENTS/DESIRED QUALIFICATIONS**

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

#### **REQUIRED SKILLS AND ABILITIES:**

- MS Office skills, including excellent Excel skills adaptive to new features and technologies.
- Project management skills including 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.
- Communicate 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.

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### **TRPA CORE COMPETENCIES**

- Self-Development
- Critical Thinking and Continuous Improvement
- Fosters Collaborative Relationships and Teamwork
- Initiative and Results Focus
- Communication

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### **WORKING CONDITIONS**

- Remote hybrid office work environment that may require sitting for long periods
- Using office equipment, computer, telephone, etc.
- Use of a variety of online tools and computer programs

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### **AGENCY BENEFITS**

- 27 days Paid Time Off (PTO) annually
- 13 days paid holidays annually
- Retirement Program, the Agency has three Retirement Plans:
  - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
  - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.

- 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
  - Group Health Insurance. The Agency contributes 100% of employee-only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
  - Employer Paid Life Insurance and Short-Term Disability Insurance
  - Long-Term Disability Insurance (Voluntary)
  - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
  - Flexible work schedules
  - Transit / commuter passes
  - Dog-friendly office, bring your dog to work!
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### APPLICATION PROCESS

- Please visit our website at <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 cover letter describing your interest in the position in one document 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 accommodations to applicants with disabilities. If you need a 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.