



Job Title: Claims & Compliance Manager

Reports to: Director of Finance

Salary Range: \$55,000 - \$65,000

Revision Date: 3/12/2025

General Function

Under the administrative direction of the Director of Finance, the Claims & Compliance Manager will be responsible for monthly financial claims and compliance of subcontractor agreements. This position shall be highly motivated and detailed-oriented to join our finance team. A passion for nonprofit work and a strong foundation in accounting principles is vital to this position. The Claims & Compliance Manager will support the financial health and compliance of the organization.

The Oklahoma Partnership for School Readiness is statutorily responsible to coordinate the early childhood system so families can access early care and education, family support, and health and mental health services to support their children during their most critical period of development, birth through age five.

Essential Functions

Claims Management:

- Prepare, review, and submit claims for reimbursement under federal and state contracts.
- Ensure all financial documentation aligns with funding requirements and program budgets.
- Track claims, payments, and reconciliations to ensure accurate reporting and forecasting.
- Collaborate with finance and subcontractors to resolve discrepancies and ensure proper cost allocations.

Compliance & Risk Management:

- Ensure adherence to all federal, state, and local regulations related to grant and contract compliance.
- Warrant expenditures from subcontractors are allowable under Title 2 of the Code of Federal Regulations, 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Develop and implement policies and procedures to maintain compliance with funding requirements.
- Conduct audits and risk assessments of subcontractors and subrecipients to identify and address potential compliance issues.

- Stay up-to-date with changes in regulations and provide guidance to leadership and program staff.

Reporting & Documentation:

- Maintain detailed records of claims, reimbursements, and compliance activities for auditing purposes.
- Prepare and submit periodic compliance reports to funding agencies and stakeholders.
- Assist with monitoring visits, audits, and reviews of subcontractors.

Training & Support:

- Provide training and technical assistance to subcontractors on compliance and claims processes.
- Work closely with financial contacts of subcontractors to ensure accurate data collection and documentation.
- Work closely with OPSRF Directors to ensure compliance in expenditures and meeting project goals for subcontractors.
- Foster a culture of compliance and accountability across the organization.

Complexity of Skills and Abilities

- Understanding government financial policies, claims procedures, and regulations (e.g., GAO, OMB, and agency-specific rules).
- Organized, inquisitive, innovative problem solver with the ability to perceive, understand, and interpret facts quickly and precisely.
- Ability to work independently and to coordinate a wide variety of activities.
- Interpersonal skills necessary to provide positive solutions to complex and diverse issues involving employees, contractors and partners involved in the project.
- Skill in communicating clearly and concisely, both orally and in writing; in analyzing complex and sensitive situations and making appropriate recommendations; and in establishing and maintaining effective relationships with state officials, employees, and the public.
- Diplomacy as a necessary soft skill (will work with diverse stakeholders and contractors to deliver monitoring assessments to guide and improve project objectives, evaluation, and fiscal accountability) A compliance manager must explain in layman's terms the nature of a problem, offer a correction plan, invite contractors to provide solutions and then monitor for remediation.
- Using Excel for data analysis, Word for documentation, and Outlook for communication.
- Strong understanding of state and federal laws pertaining to the spending and oversight of public dollars.
- Stays abreast of technology advancements and can offer a work history of preventing, detecting and remediating compliance violations.
- Willingness to learn new tasks and grow within the organization.

Physical and Travel Requirements

- No more than 20%, primarily by car.
- Occasional travel required during evenings and weekends.
- Occasional lifting up to 25 lbs., bending, and kneeling throughout the day
- Prolonged standing, sitting, and walking
- Valid driver's license and auto insurance coverage

Preferred Minimum Qualifications

- Associate or bachelor's degree in accounting finance, or else related to business field.
- Prior experience in an accounting or finance role; experience in a nonprofit setting is a plus but not required.
- Understanding of accounting principles and financial reporting.
- Proficiency in accounting software (ex: QuickBooks and Microsoft office formula, especially Excel).