

Hagerty Consulting, Inc., a nationally recognized, comprehensive Homeland Security and Emergency Management firm focused on helping clients prepare for and recover from disasters, is growing! We are adding a mid-level FEMA Public Assistance (PA) Closeout Specialist to our team of consultants on the New York City Hurricane Sandy Recovery Project based in New York City.

JOB DESCRIPTION:

The goal of our NYC Closeout Team's work is to help NYC agencies retain maximum eligible Hurricane Sandy FEMA PA funding at grant closeout. The FEMA PA Closeout Specialist will support this effort by collaborating with the client, Hagerty team members, and representatives from NYC agencies to help the agencies prepare for final review and cost reconciliation of their grants at closeout. The FEMA PA Closeout Specialist will have the following job responsibilities:

- Assessing a project's work status, costs, and supporting documentation against the corresponding grant's scope of work (SOW) to reconcile estimated project costs with actual costs of the completed, approved grant SOW.
- Researching details of contracts, invoices, payment logs, timesheets, purchase orders, procurement, and other documentation to help resolve situations when actual costs do not clearly line up with the completed approved grant SOW.
- Supporting the review and eligibility of SOW changes such as code upgrades, hazard mitigation, change orders, etc.
- Helping Hagerty team members and NYC agencies monitor process that assures federal post-award grant compliance requirements are being met by NYC agencies on issues such as contract procurement; environmental and historic preservation; adjustments based on insurance requirements; and adjustments based on SOW changes.

EXPECTED QUALIFICATIONS:

- **Proven past experience in FEMA PA Program Closeout preferred.** Must have prior FEMA PA Program experience - how PA grants are formulated; the various emergency and permanent work categories with the PA Program; knowledge of the policy and grant complexities that are typical to large scale disaster like Hurricane Sandy.
- Bachelor's Degree in Business Administration, Accounting, Economics, or related field.
- Strong proficiency with Microsoft Word and Excel.
- Technical skills in analysis, business accounting principles, and knowledge of construction methodologies.
- Familiarity with FEMA PA Program in-kind, improved, and alternate projects.

This opportunity is open to candidates that desire either full-time employment with benefits or independent contract work paid at a competitive hourly rate. Must be eligible to work in the United States uninterrupted and successfully complete a background and criminal history check.

All work on this project MUST BE performed on-site within the New York City five boroughs.

EQUAL EMPLOYMENT OPPORTUNITY

Hagerty Consulting, Inc. is fully committed to a strong equal opportunity program. Hagerty Consulting does not discriminate based on the following protected categories: Race, Color, Creed, Religion, National Origin, Ancestry, Age, Sex, Sexual Orientation, Gender Identity (transgender status), Domestic Partner Status, Marital Status, Disability, AIDS/HIV Status, Height, and/or Weight.