

Job Announcement Finance and Grants Manager

The Finance and Grants Manager is responsible for all aspects of accounting, finance, financial reporting, purchasing, budget preparation and management, as well as the preparation of all grant billing.

Duties and Responsibilities:

- Responsible for all accounting activities, including but not limited to accounts payable, accounts receivable, posting journal entries where applicable, and monthly reconciling of bank accounts and general ledger
- Prepares financial statements and reports on a monthly schedule and as requested. Financial statements include but are not limited to: balance sheet, profit and loss statement, and income statement;
- Responsible for annual inventory of assets – fixed and capital
- Works with audit firm during annual audit and provides all reports and documentation requested by audit firm
- Reviews financial statements and reports with Director and Board Financial Committee as required, but not less than monthly
- Manages the overall financial objectives by performing budget forecasting and projections, initiating the annual budget preparation process with the Director and closely monitoring overall income and expenses
- Analyzes variances in financial data and proactively initiates corrective action in the affected area, program or department
- Attends finance committee meetings as needed
- Monitors bank account balances and recommends transfers as needed
- Submits bi-weekly payroll to payroll vendor for processing
- Reviews payroll reports upon receipt and contacts payroll vendor with any discrepancies with corrections
- Prepares monthly grant billing invoices with supporting documentation and appropriate cost allocations and submits to Director for signature according to grant billing schedule
- Communicates with grant billing source offices as necessary to complete invoice process in a timely manner
- Reviews internal finance systems and makes recommendations to Director for improved efficiencies
- Maintains a proactive approach to the development and advancement of financial management systems
- Reviews all insurance products annually with renewal recommendations to Director
- Ensures clear and concise communication to and between staff as it relates to finance and/or accounting activities – i.e., employee reimbursements, travel requests, etc.
- Ensures disaster recovery, back-up procedures, and security protocols are followed for all financial management system data
- Maintains professional and technical knowledge by attending approved educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices and participating in approved professional societies
- Completes other finance, accounting or grants management related tasks or projects assigned by the Director

Desired Qualifications and Skills:

- 5-10 years of experience working in a non-profit accounting or finance environment

- Knowledge of advanced financial management systems in a non-profit setting as it relates to software and systems for improved efficiency in the area of finance or grants management
- Advanced knowledge of Quick Books and Microsoft Excel
- Strong time management skills
- Excellent customer service skills
- Ability to work well with diverse individuals and balance a variety of needs
- Ability to manage timelines and project budgets effectively
- Flexibility
- Effective problem solving skills

Please forward cover letter, which should include salary requirements, and resume to Dawn Barras at dbarras@pcccf.org