SUMMARY OF THE ORGANIZATION
LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and we are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people’s lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts 11,000+ people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties enables vulnerable groups access to permanent homes, and our services help them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately move more people home, together. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES
The Budget and Grants Manager is responsible for overseeing LAFH’s budget process including preparation and ongoing analysis, ensuring compliance with government contract regulations, experience in sub-recipient’s audit compliance, and acting as primary liaison between contractors, program staff and LAFH fiscal office. The Budget and Grants Manager is someone highly experienced who is flexible with a good understanding of public contract (government) requirements, with an eye for grant compliance, the validity of expenses billed, and funding maximization.

SPECIFIC DUTIES
• Oversees all government grants and contracts including but not limited to LAHSA, LA County Department of Health Services, LA County Department of Mental Health, Veterans’ Administration, and other Nonprofits;
• Working closely with the CFO and senior management, prepares annual budget calendar and working documents. Updates all base salary, benefit and OTPS information, makes year-end projections based on actual expenditures, and inputs new budget information into the fiscal management information system. Ensures that senior directors and executive staff are kept informed of budget changes;
• Prepares quarterly and year-end revenue projections using actual program outcomes for performance-based contracts and actual expenditures for line-item reimbursement contracts;
• Prepares monthly expenditure analysis including accrual projections to determine where budgets are over and/or underspent. Coordinates monthly meetings with senior management and CFO to review analysis, program changes impacting the budget, contract issues, etc.;
• Updates internal budget documents as necessary, prepares budget modification forms as needed, inputs changes into the FMIS, and communicates all changes to relevant staff. Working closely with program staff, prepares budget modification forms and no costs extension requests for government contracts as needed;
• Working with Development staff, prepares or reviews budgets for foundation and corporation grant proposals;
• Prepares foundation and corporation interim and final financial reports;
• Working with the CFO, assists in the preparation of quarterly budget status reports for the Finance Committee and Board of Directors.
• Reviews monthly budget variance reports and general ledger reports to ensure that items are being charged to the correct programs and contracts. Assists in the preparation of correcting journal entries as required. Assists the CFO in determining appropriate allocation methodology for those items requiring allocation among different sources. Ensures that allocations are made correctly and reviews methodologies with program and administrative staff;
• Reviews all personnel requests on the Approval to Hire-Rehire forms to ensure there are adequate resources available to fill positions;
• Maintains ongoing communication with senior management staff regarding needs and budget status;
• Additional duties, tasks and responsibilities as assigned by Supervisor

ACCOUNTABILITY AND REVIEW

Position Reports To: Chief Financial Officer

Performance Review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)

Position titles reporting to position: Zero (0)

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS
• Bachelor’s degree in social work, administration, finance or related field;
• At least three (3) years of experience in budget analysis, preferably in a non-profit environment within Los Angeles County;
• Familiarity with various federal, state, county, and city grant financial requirements and systems desirable
• Highly proficient in word processing and spreadsheet applications;
• Familiarity with financial management information systems (Oracle’s NetSuite and/or Blackbaud’s financial Edge preferred);
• Extremely detail oriented;
• Maintain and execute confidential information according to HIPAA standards
• Obtain and maintain CPR/First Aid Certification
• Ability to pass post-offer Tuberculosis (TB) clearances
• Travel is a regular duty for this position and is required 15% of the time
• Use of a personal vehicle to travel between worksites and other locations is required
• Must have and maintain a valid California Driver’s License and insurance in good standing
• Ability to work a 9/80 schedule

EMPLOYMENT CLASSIFICATION

FLSA STATUS: Exempt
PAYROLL STATUS: Salary
WORK SCHEDULE: Full-Time

PHYSICAL Demands, ENVIRONMENTAL CONDITIONS, equipment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the
time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

**BENEFITS**


**EQUAL EMPLOYMENT OPPORTUNITY**

LAFH provides equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local laws.

**FAIR CHANCE INITIATIVE**

LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

**HOW TO APPLY**

Email your resume and cover letter to HR@lafh.org