

Position: Finance Grants Coordinator

Reports to: Grants Accounting Manager

FLSA Status: Non - Exempt

Full or Part-time: Full - time

Descriptive Summary

Reporting to the Grants Accounting Manager, the Finance Grants Coordinator is responsible for processing program vouchers, process new vendor W9 and assisting with submitting grant reimbursements.

Key Performance Indicators

List two to five measurable tasks that are key to indicating the performance level in this role:

1. Execute timely voucher payments for vendor payments
2. Process vendor W9 and submit them for payment
3. Prepare weekly vendor payment report for Case Managers informing them of payments
4. Prepare monthly expense report for grant reconciliation and draw down
5. Critical thinker and self-starter

Core Functions

List the core functions of the position:

- Review and approve daily grant program vouchers in Sales Force
- Assist with grant budgets and billing process
- Partner with internal grant manager to ensure proper grant expenditure
- Provide audit support for grant audits/monitoring, provide audit support for overall organization financial audit.
- Provide knowledge for, and document and develop processes and procedures
- Assist with daily treasury functions as necessary
- Serve as back up to AP for coverage, as necessary.
- Actively participate in team meetings and provide solution-based ideas for grant management.
- Interact professionally and transparently with internal and external stakeholders.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



Winning Behaviors, Competencies, and Skills

The Finance Grants Coordinator is a critical part of successful grant management. It is important for this staff member to be actively engaged with program staff in relation to effective grant management. This means, attending meeting and providing guidance where needed with grant related questions and challenges.

Personality and communication (soft skills):

The Finance Grants Coordinator delivers superior customer service to all related constituents; knows how to channel interpersonal skills to be seen as a collaborative partner.

Hard skills:

The Finance Grants Coordinator should possess administrative expertise and the ability to gain understanding of grant structure and billing processes.

Experience

Education:

Bachelor's degree in finance or accounting,

Work Experience:

Minimum of 5-7 years' experience in finance and or grant billing experience.

Industry Knowledge:

Experience working with government grants and funding desired.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

This manager below has reviewed the above job description with the employee.

Manager _____ Date _____