**A WOMAN’S PLACE**

**POSITION DESCRIPTION**

**Title:** Fiscal Grants Manager **Department:** Finance

**Employment Status:** Full-Time

**Salary Range: Wage and Hour Status:** Exempt

**VALUES STATEMENT**

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman’s Place are rooted in and guided by the following values:

**Courage:** A Woman’s Place acts bravely and boldly, notwithstanding fear.

**Creativity:** A Woman’s Place encourages the creation of meaningful new ideas, interpretations, and rules.

**Equality:** A Woman’s Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

**Integrity:** A Woman’s Place is of sound moral character and adheres to ethical principles.

**Respect:** A Woman’s Place is considerate and honors the worth and dignity of all beings and resources.

**Social Justice:** A Woman’s Place analyzes structural social inequalities in order to promote justice.

**VISION STATEMENT**

A Woman’s Place envisions a society where all individuals are safe in their relationships and can flourish.

**MISSION STATEMENT**

A Woman’s Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

**Purpose of Position:** Reporting to the Executive Director, the Fiscal Grants Manager is responsible for processing grant activities and maintaining the financial records in compliance with terms and conditions and audit standards. This position provides accounting support for Federal, State, and Local grants and private funding, including report preparation, monthly invoicing and grant monitoring procedures. The position also assists with the grant closing process, reconciling funds and accounts to identify errors or discrepancies. Performs general ledger account analysis in support of the month-end close for related entities.

**Reporting Relationships:** Reports to the Executive Director

**Essential Functions/Responsibilities:**

1. Grant Budgeting & Oversight
	* Plans, organizes, and coordinates the accounting and financial reporting for organization’s grant portfolio in collaboration with Development & Program Leadership, including preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
	* Serves as the liaison for all grant activities across all entities/departments.
	* Trains staff on proper time and effort reporting to comply with grant management.
2. Grant Tracking & Invoicing
	* Maintain financial records of all grant funds consistent with audit standards
	* Creation and implementation of an indirect cost rate.
	* Manages payroll allocations and reviews regularly to ensure accuracy.
	* Research issues, prepares, and submits grant invoices/billings, and tracks funds for the support of restricted fund expenditures.
	* Prepare all applicable month-end close journal entries, including salary accruals and accruals of other expenditures; monitor for reversals
3. Grant Reporting & Data Reconciliation
	* Provide regular reporting and perform variety of financial analysis on an as needed basis
	* Perform monthly reconciliation with Development to ensure all grant awards are recorded in accordance with GAAP.
	* Monitors grant spending against budget / deliverables and timelines.
	* Meets regularly with Development and Program staff to review internal grant actual expenses against the budget and works with them to proactively resolve under/overspend issues.
4. Grant Compliance & Internal Controls
	* Monitor grant compliance with internal policies and the various funders’ regulations
	* Implement procedures to communicate, educate and ensure compliance with grant regulations throughout the organization
	* Provide internal control support for the organization assisting the Executive Director with establishing and maintaining effective controls over: separation of duties, access control, standardization, reconciliation & approval authority
5. Gathers accurate and timely financial information to prepare grant financial reports for government agencies and other funding sources
6. Prepares all budgets for grant/ contract proposals
7. Responsible for managing and monitoring timesheets and personnel allocations
8. Reviews general ledger to monitor expense activity
9. Analyzes grant budget against actual expense activity to determine under/over spending on grants
10. Interacts with program staff to ensure proper and timely spending of grant funds
11. Resolves grant problems with manager or administration
12. Performs accounts-receivable collections as it relates to all grant/contract funding

**Criteria/Requirements:**

1. Candidate should possess a solid foundation of GAAP, internal controls, and good working knowledge of 2 CFR 200, Uniform Administrative Requirements for Federal Awards, and OMB Uniform Guidance cost principles
2. Expert proficiency in accounting software general ledger systems, QuickBooks Online preferred, Microsoft Excel and other Microsoft Office products
3. Some experience with payroll systems is a plus
4. Commitment to AWP’s Values, Mission and Vision statements.
5. Adherence to the Personnel Policies of AWP
6. Successful completion of Domestic Violence Direct Service Training course and continuing educational requirements.
7. Honesty and trustworthiness in all relationships.
8. Excellent and effective written and oral communication skills.
9. Ability to make independent decisions and solve complex problems.
10. Ability to work independently as well as in a team setting.
11. Emotionally resilient and able to withstand pressure on an on-going basis.
12. Deals with difficult situations while maintaining professionalism and quality of services.
13. Adapts readily to changing work environments, work priorities and organizational needs.
14. Reliable Transportation

**Education:**

1. Bachelor’s degree in accounting
2. Must have at least 5 years grant accounting experience required, ideally in a non-profit/human service setting, educational or social services

**Characteristics:**

1. Treats all people with respect, values diverse populations and cultures.
2. Self-motivated and able to work independently.
3. Demonstrated degree of initiative and creativity
4. Must be flexible and have the ability to multi task.
5. Anticipates problems and seeks resolutions
6. Ability to prioritize tasks and requests and work in a confidential setting
7. Reliable, personally responsible and trustworthy

**License/Certifications:**

1. 3/34 clearance
2. Valid Pennsylvania Driver’s License
3. Valid vehicle registration and insurance

**Physical Demands/Environmental Conditions:**

1. Operation of office equipment
2. Lifting up to 35 lbs
3. Exposure to cleaning supplies, office chemicals and insecticides.

**This is not an employment contract. A Woman’s place has the right to change duties and responsibilities as needed.**

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Employee signature Date

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Executive DirectorDate