

Fiscal Grants Manager

REPORTS TO: Director/Associate Director, Finance

SUPERVISES: N/a

EMPLOYMENT STATUS: Full-time Regular, Exempt

PRIMARY FUNCTION: Responsible for the Budget preparation, expense tracking and

reporting of Agency Grants for Financial Management and Reporting

DUTIES AND RESPONSIBILITIES include but not limited to:

* Overall responsibility for oversight of Federal, State and local budget management and reporting for grant portfolio. Ensure proper tracking and reconciliation of grants using an automated fund accounting system, and compliance with all fiscal reporting requirements, as delineated in agency contracts.
* Overall responsibility for preparation and review of monthly, quarterly and annual fiscal reports including Budget modifications, and monthly vouchers for submission to funders for assigned grant portfolio. Also responsible for the preparation and review of continued funding applications assigned contracts.
* Prepares and reviews Monthly OTPS analysis reports to senior management team and grant budget vs actual monthly reports to program managers. Conduct routine communication and team meetings with program managers and senior management team to review spending trends with an understanding of program need and fiscal constraint.
* Overall responsibility for preparation of Materials for review for fiscal site visits and annual audits.
* Coordination and entry of procurement requests for assigned grant portfolio as well as entry and reconciliation of grant related accounting transactions in the agency’s accounting system.
* Prepare monthly voucher and track receipts, and reconcile revenue for assigned grants.
* Attend a minimum of two agency events for clients (e.g., Holiday Party, PREP Grad, etc.) and one agency fundraising event (e.g., AIDS Walk, Challenge, etc.) every 12-month period.
* Other duties as required to meet the mission of the agency and/or the finance department.

QUALIFICATIONS:

Fiscal Grants Manager will have experience in nonprofit finance and fiscal management of government program grants, budget management, vouchering, reporting and administration, and supervision; knowledge about funding for non-profit agencies, government funding, operational issues faced by non-profit agencies. Applicant must be able to work some evening hours and weekend. Belief in Alliance’s mission and work desirable. Strong commitment to diversity, equity, and inclusion required. COVID-19 vaccination required.