



Budget and Grants Manager

The position is responsible for the accounting and financial duties for programs funded by grants and other agency revenue and is a key resource to senior staff at UAHT. The position is responsible for tracking all spending, monitoring programmatic and financial commitments to funders and related reporting, and instituting new best practices in these areas. The manager can take complex information and financial data and synthesize it for both technical and lay audiences. The manager will answer inquiries from external auditors and federal, state, and local agencies concerning grant information.

The ability to effectively communicate complex financial issues to employees, administrators, auditors, the general public, and granting agencies is critical. The manager is confident working in the detail while appreciating the bigger picture and making strategic decisions.

Important duties include: preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial reporting including preparation of reports for granting authorities and the agency.

Responsibilities

- Plans, organizes, and coordinates the financial reporting for the agency, including: preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next
- Researches issues and prepares invoices/ billings for funders
- Completes monthly, quarterly and year-end fiscal reports and the analysis necessary for grantors and agency staff
- Verifies budget proposals for grant applications
- Maintains grant fiscal records and enters data in financial database
- Coordinates with key personnel at all levels of the agency to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines
- Computes, prepares and submits cost allocation plan and the annual indirect cost rate. Provides information on the rate with applicable state agencies as required and applies indirect costs
- Attends professional development training to stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws and agency policies, and any workshops or seminars on grants
- Assigns account codes and monitors charges for reasonableness and compliance with grantor and agency budget

Qualifications

Bachelor's Degree in Accounting, Finance, Business Administration or a related field. At least 3 years of non-profit accounting experience or equivalent experience managing grants. This should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/ or annual reporting

- Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions
- Develops positive working relationships to foster a collaborative environment for grant coordination and oversight
- Working knowledge of federal and state regulations related to area of responsibility
- Knowledge of principles and practices of governmental accounting
- Extensive experience with QuickBooks desktop and online version
- Skills in researching, analyzing and evaluating complex financial data
- Ability to communicate complex information clearly and concisely both orally and in writing
- Ability to analyze and interpret data for accuracy. Detail oriented
- Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software
- Strong professional boundaries and demonstrated high standards of confidentiality and integrity
- Excellent organizational skills with the ability to successfully manage multiple projects in a fast-paced dynamic environment
- Ability to follow through on assignments and work independently

UAHT is an equal opportunity employer and provides benefits to qualified employees. Normal business hours are Monday through Friday 9:00 AM – 6:00 PM

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org. **The application deadline is February 28, 2020.**