



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: July 29, 2016
Open Until Filled

POSITION: GRANTS ANALYST TRAINEE

PROGRAM: FISCAL SERVICES

POSITION DESCRIPTION:

Under general supervision by the chief finance officer, and in close cooperation with program directors, program managers, the accounting department, and HR, the grants analyst trainee will learn how to prepare, monitor, analyze, and revise program budgets. The incumbent will learn how to prepare monthly budget projections, make claims for reimbursement of grant awards, monitor revenues and expenditures to ensure they are expensed to the correct funding source, and to prepare a variety of internal reports related to grant accounting; the grants analyst trainee will also perform other related work as required.

DUTIES & RESPONSIBILITIES:

1. Prepares annual program budgets based upon available funding; prepares contract amendment budgets as necessary.
2. Monitors budgets on an ongoing basis to assure that available funds are properly expended and budgetary limits are observed.
3. Provides managers and directors with financial analysis and budget revisions to meet changing funding and/ or service needs, to optimize the cost effectiveness of services, and to ensure consistent staffing. Must use confidentiality and discretion in regards to such confidential projects.
4. Maintains up-to-date information files on funding source regulations and reporting requirements; revises practices and procedures as necessary to ensure contract compliance.
5. Serves as the primary fiscal contact for program directors and acts as liaison between program directors and other administrative departments for non-specialized issues.
6. Attends program staff meetings as necessary.
7. Prepares monthly financial and claims reports as necessary; makes regular contact with funding sources in the preparation of required reports and preparing financial projections; serves as point of contact for funder's financial analysts.
8. Prepares and maintains written internal records and procedures related to grants administration, reporting, and in preparation for internal and external audits.
9. Reviews and verifies accounting staff's financial reports and data; works collaboratively with accounting staff to ensure accuracy.

10. Provides hands-on training to less experienced staff as required.
11. Assists the chief finance officer with other tasks as assigned.
12. Is privy to confidential information for labor negotiations. Conducts research as requested in regards to confidential budgetary issues and possible staffing changes and has access to the personnel files for necessary research. Supports the CFO in researching and offering information needed for labor negotiations.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:

- grant accounting and budgeting principles and procedures
- budget preparation, monitoring, and analysis for programs with multiple funding sources
- fiscal record keeping procedures and reporting requirements
- budgetary control techniques
- spreadsheet and data processing computer applications
- human service agency concerns and operations

Ability to:

- work comfortably with Excel
- create clear and accurate financial worksheets
- read and interpret complex regulations and policies
- predict costs and revenues to accurately reflect various financial and program situations
- prepare and maintain a variety of reports and records
- effectively use an in-house computer system to manipulate data and generate reports
- communicate tactfully, cooperatively, and effectively with other agency staff members, including division and program directors, agencies, community organizations, representatives of funding sources, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles

OTHER REQUIREMENTS:

- Some related accounting/budgeting experience required.
- Bachelor's degree strongly preferred.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements.

- Must exercise integrity, confidentiality and discretion in working with supervisors and staff.
- Must pass criminal background check and maintain a clean record.

RATE OF PAY AND HOURS:

- This is a regular, confidential, non-exempt, 40 hr/wk position.
- The entry rate of pay for this position is \$16.66-18.33/hr, depending on experience and skill. Will be promoted to “grants analyst” after successful completion of 6-month training period.
- Regular on-site attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk
- Maybe eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements
- 1 Birthday Floater after satisfying all eligibility requirements
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period
- Flexible Spending Account (FSA)
- Dependent Care Reimbursement Program
- Paid lunch

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.