POSITION: GRANTS ANALYST

PROGRAM: FISCAL SERVICES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under general supervision of the Chief Finance Officer and in close cooperation with Program Directors and with the HR Director, prepares, monitors, analyzes, and revises program budgets: regularly develops feasibility models based on financial projections: develops, prepares, and maintains a variety of internal reports related to the grants accounting and budgeting functions; performs related work as required. This position is a confidential, non-Union position.

DUTIES & RESPONSIBILITIES:

Financial Analysis and Monitoring:

- Prepares annual program budgets based upon available funding; prepares contract amendment budgets as necessary.
- Monitors budgets on an ongoing basis to assure that available funds are properly expended and budgetary limits are observed.
- Analyzes budgets and recommends revisions required to meet changing funding situations or service needs and to increase the cost effectiveness of services provided; provides Managers and Directors with recommendations on staffing patterns, program operations and service levels based on financial analysis. Must use confidentiality and discretion in regards to such confidential projects.
- Maintains up-to-date information files on funding source regulations and reporting requirements; revises practices and procedures as necessary to assure compliance.
• Serves as the contact person for Program Directors communicating with Administration.
• Prepares monthly financial and claims reports as necessary. Makes regular contact with funding sources in the preparation of required reports and preparing financial projections.
• Prepares and maintains written internal procedures related to the grants administration function.
• Reviews, verifies and corrects the work of Accounting staff; provides hands-on training to less experienced accounting personnel as required.

Professional Conduct:

• Is privy to confidential information for labor negotiations. Conducts research as requested in regards to confidential budgetary issues and possible staffing changes.
• Works closely with the CFO and HR; has access to the personnel files for necessary research. Supports the CFO in researching and offering information needed for labor negotiations.
• In communicating 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.
• Assists the Chief Finance Officer with other tasks, as assigned.
• Attends at least one program staff meeting each month.

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
• Of fiscal record keeping procedures and reporting requirements
• Of budgetary control techniques;
• Of spreadsheet and data processing computer applications; and
• Of human service agency concerns and operations.

Skill:
• In preparing, monitoring, analyzing, and revising multiple-funded program budgets;
• In reading and interpreting complex regulations and policies;
• In preparing feasibility models, projecting various financial and program situations;
• In making program operation recommendations based on financial analysis;
• In developing and revising fiscal control systems;
• In preparing and maintaining a variety of reports and records;
• In effectively using an in-house computer system to manipulate data and generate reports; and

OTHER REQUIREMENTS:
• Bachelor’s Degree and some related experience
• Directly related accounting experience may be substituted for the required education on a year-for-year basis.
• 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.
• Performs work in accordance with Community Bridges Core Values.
• Must be fully vaccinated against COVID-19, including a booster shot when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means.

RATE OF PAY AND HOURS:
• This is a regular, confidential, non-exempt, 40 hr/wk position.
• The position will be offered at $22.98-$31.75/hour depending on education and experience.
• Regular on-site attendance is required.

BENEFITS:
• For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,766.92/year
• First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
• Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
• May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
• 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, 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. If you have any questions, please call 831-688-8840, Ext. 200.
- 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.