



ARVAC, Inc. promotes self-sufficiency and provides pathways out of poverty for individuals, families, and communities

Job Description

<u>Title:</u>	Coordinator of Grant and Budget Initiatives
<u>Business Unit/Delegate:</u>	ARVAC, INC
<u>Department:</u>	Budget
<u>Reports To:</u>	Chief Budget Officer
<u>FLSA Status:</u>	Exempt
<u>Full Time Equivalent:</u>	Full-Time
<u>Date Approved/Revised:</u>	12/20/2021

Mission Statement:

ARVAC, Inc. promotes self-sufficiency and provides pathways out of poverty for individuals, families, and communities

Job Summary:

The Coordinator of Grant and Budget Initiatives is responsible for assisting the budget team with fiscal oversight of grant awards and ensuring timely submissions to funding entities for invoices and recurring reports; collaborating with fiscal and budget teams to ensure timely and accurate transactions; and participating in the development and ongoing reporting of agency budgets

**The following job junctions are not all-inclusive. Job duties may change as required by needs of the agency. You will assume the responsibility of assuring that you working under to understand your role in accomplishing the strategic goals and performance measures of the Agency.*

Essential Duties & Responsibilities:

The Coordinator of Grant and Budget Initiatives shall be knowledgeable of the fiscal operations in a non-profit organization and grants management and oversight. This position will submit invoices and reports for assigned grants, and assist with budget reporting and fiscal monitoring for the Agency. The incumbent acts as a liaison between various departments to ensure compliance of grant reports and budgets and will work with department leads and administration to ensure that reported outcomes are consistent with projected outcomes. If variances occur, this position schedules time to analyze data to determine possible issues or economic changes that caused the variance.

Primary Responsibilities:

Job Specifications:

- A. Prepare grant invoices for submission to granting agencies according to the granting agency timeline, including compiling all documentation to support invoice, sending for internal review, and submitting to the granting agency.
- B. Manage program finances and processes at the local level and ensure responsible stewardship of grant funding throughout the life of the award.

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- C. Utilize computerized accounting software and spreadsheets to monitor accounting activities and prepare grant invoices and reports.
- D. Create and maintain electronic records of financial activity through use of software, scanners, and other resources.
- E. Prepare journal entries as needed to revise allocation of revenue and expense.
- F. Manage electronic reporting software in an effort to run weekly, monthly, quarterly data and outcome reports.
- G. Communicate with staff to ensure grant goals are achieved.
- H. Prepare and analyze quarterly reports for community/agency trends.
- I. Works with finance and budget departments to prepare budgets, budget amendments, etc. as needed.
- J. Participate in state-wide ROMA (Results Oriented Management and Accountability) meetings; and work to become ROMA Certified within the first 3 years of accepting the position.
- K. Responsible for knowing and adhering to the policies and procedures of the Agency and all funding sources for programs as assigned and staying abreast of changes.
- L. Produce monthly reports, including reconciliations with funders, contract or grant reimbursements, and budget reports for use by the Executive or Leadership Team.
- M. Assist the Chief Budget Officer in: creating internal revenue/expense reports, reporting to funding agencies, monitoring of organizational and contract/grant budgets.
- N. Maintain system of internal controls to safeguard financial assets of the agency and oversee state and federal awards and programs.
- O. Communicate regularly with the accounting team to ensure internal fiscal procedures are followed and reviewed for continual improvement.
- P. Conduct other related duties as assigned.

Skills/Knowledge/Abilities

Knowledge of:

- A. Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- B. Thorough knowledge of organizational finance, accounting and budget operations, including cost control principles.
- C. Fiduciary duties, liability, and compliance with federal and state grants and contracts.

Ability to:

- A. Adhere to policies and procedures as it relates to all funding sources.
- B. Maintain absolute confidentiality of all information pertaining to clients, families, and staff and adhere to HIPAA rules.

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- C. Foster and cultivate business opportunities and partnerships.
- D. Create and assess financial statements and budget documents.
- E. Recognize and be responsive to the needs of the agency, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
- F. Communicate effectively in both written and verbal form.
- G. Display a positive and professional image and attitude in all relationships with patients, families, peers and in the community.
- H. Establish and maintain effective working relations with management, employees, vendors, and volunteers.
- I. Report to management with findings.
- J. Analyze financial data and prepare financial reports, statements, and projections
- K. Enter data accurately.
- L. Obtain further education through professional development programs.
- M. Practice excellent time management and organizational skills.

Controls Over the Position:

The Coordinator of Grant and Budget Initiatives will work directly under and report to the Chief Budget Officer.

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- High School diploma or GED required
- Bachelor's degree in Accounting, Finance, or related field preferred
- Must have a valid driver's license and reliable transportation.
- Five years of experience in corporate finance, accounting, budgeting, or grants management

Knowledge, Skills, & Abilities:

- Ability to interact effectively with people from diverse backgrounds.
- Ability to communicate effectively, verbally and in writing.
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation.
- Must be honest, dependable and able to meet deadlines.
- Self-motivated and able to work independently.

Physical Requirements:

- Ability to sit most of the time with some bending and reaching.
- Ability to stand, walk, and bend periodically.
- Ability to engage in repetitive movement of wrists, hands, and fingers – typing and/or writing.

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- Ability to work frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
- Ability to receive and respond to oral communication.
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.

Work Environment:

- Work is generally performed in an office environment.
- Noise level in the work environment is moderate to occasionally loud (examples: business office with computers and printers, light to moderate traffic, human voices).
- Standard office equipment generally used includes:
 - Telephone
 - Personal Computer (monitor, keyboard, and mouse) or Tablet
 - Printer/Photocopy Machine
 - Calculator
 - Fax Machine
- May be required to operate a motor vehicle during the course of duties.

Employee's Signature

Date

Supervisor's Signature

Date

We are an equal opportunity employer committed to creating a diverse and healthy workplace.

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