



Job Announcement

Position: Grant Accounting & Finance Manager	Department: Administration
Location: Dupree Monk/Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 15	Compensation: \$60,298 - \$90,446
Weeks Worked: 52 Revised: July 2, 2024	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: July 2, 2024	Closing Date: Until filled

Summary of Job Description: The Grants Manager is directly responsible to the Finance Director. This position is responsible for managing Federal, State, and Local contracts. Serving as a liaison with funding agencies regarding fiscal matters: and assisting The Finance Director in the preparation of the annual budget. This position is also responsible for the competent performance of contract compliance to include services such as Head Start, Early Head Start, Property Partnerships, HUD, Housing. Requires working as an integral part of the finance team and frequent interaction with Executive Staff, other administrators, and program managers.

The position also involves chart of accounts reconciliations, oversight of financial reporting of programs, monthly budgeting comparative analysis of programs.

Summary of Requirements: *bachelor's degree in accounting*, Finance, or related field. Five (5) years of experience in accounting. Non-profit experience preferred. CPA or CMA encouraged. Experience and working knowledge of generally accepted accounting principles (GAAP), OMB A-133, prior experience working with external auditors, grants management, nonprofit management, etc. Knowledge and experience with housing finance preferred. Experience and a working knowledge of MIP/Abila accounting software preferred. Must always maintain confidentiality.

Have strong work ethic, attention to detail, ability to multitask, integrity, and problem-solving skills. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Communication skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Excellent writing and grammar skills to independently draft correspondence pertaining to the fiscal management of the Agency.

Responsibilities and Duties:

Develops and maintains process to monitor and track contract mandates, deliverables, and contract receivables.

Manages contract amendments, close-out budget modifications, and other required documentation for government contracts.

Develops contract tracking system and maintains historical records.

Coordinates with Finance Director/CFO in developing contract budgets and budget justification.

Oversees preparation of monthly or quarterly vouchers to government funders, ensuring timely submission of all vouchers and related compliance reports.

Prepares variance analysis for quarterly budget meetings with Executive management and program managers.

Assists with Federal and State government contract audits and compliance as required.

Assists with annual year-end audit.

Ensure timely billing of all grants and other revenues, including rental income.

Prepare and maintain all grant and Agency Budgets.

Prepare and update cash flow projections weekly.

Maintains files of all contracts, leases, insurance policies, bonds, and related documents.

Maintain and update accounting manual relating to Grants, Funds Management, and Purchasing and Procurement.

Other duties as assigned.

Licenses or Certificates:

None

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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