



JOB ANNOUNCEMENT

Fiscal and Grants Specialist

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary:

The Fiscal and Grant Specialist will work closely with the President/Executive Director to ensure that all financial and regulatory reporting activities conducted for either federal or state agencies are in compliance with governing regulations and internal policies and procedures. This position will effectively track all funds received by the agency by processing all financial transactions and manage the processing of external regulatory reporting as well as manage any internal reporting requirements. The Fiscal and Grant Specialist will also support processes relative to procurement documentation and payroll review. The Fiscal and Grant Specialist will ensure fiscal integrity and compliance with Federal and State Standards the implementation of sound internal controls and adherence with fiscal policies and procedures. This is an exempt position and reports to the Executive Director and is a member of the leadership team.

Responsibilities & Duties:

The duties and responsibilities listed are intended to describe the general nature and level of work to be performed in this position and are not to be construed as an exhaustive list of the requirements of this job. Performs other duties as assigned

General Accounting & Administrative Support:

- Maintain the robust financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Maintain agency financial records in accordance with GAAP, FASB, government contract requirements and related philanthropic best practice standards.
- Institute and adhere to appropriate internal controls by establishing financial policies and procedures; communicating same to the management team.
- Manage Cash/Pay Management System Tracking and Reporting for Cash and Expenditures
- Track cash expenditures related to all grants & contracts e.g. Head Start Program
- Ensure all information requests are submitted on a timely basis
- Maintains records for accounts payable and accounts receivable including invoices, purchase requisitions, grant awards, expense reimbursements, and deposits according to GAAP, Generally Accepted Accounting Practices.
- Reviews documents for completeness and compliance with policy; identifies discrepancies and follows through on their correction.
- Create and maintains personnel and fiscal files in compliance with applicable legal requirements.
- Prepares new hire paperwork; completes routine forms (e.g. purchase requisitions); and responds to requests for verification of employment.
- Obtain understanding of assigned complex areas (processes, departments, accounts) in order to answer any question regarding audit work performed
- Work seamlessly with BBCF's human resources and finance consultants

Grants Reporting and Compliance:

- Administer the fiscal management of federal, state, local and private grants
 - Monitor Federal Documentation Reporting Systems
 - Manage incoming and outgoing documents in Grants Solutions (federal government online tool)
 - Manage incoming and outgoing documents in Head Start Enterprise System, HSES, (federal government online tool to track PIR data e.g. grant deliverables)
 - Monitor Pay Management System, PMS (federal government online tool: accounts receivables) cash activity for incoming funds and outgoing draws by assisting the President in the drawdown administration for various federal, state and other sponsored agencies. E.g. Head Start Program
- Prepare and submit cash expenditure reports in federal reporting systems on a semi-annually
- Prepare and submit property and equipment reports in federal reporting system on an annual basis
- Manage CACFP-Meal Plan Tracking and Reporting:
 - Obtain and review meal count sheets and compare to attendance sheets
 - Prepare and submit monthly billing submission
- Ensure all information requests are submitted on a timely basis
- Advise the President of any spending not in conformance with policies. Review grant related expenditures, gifts, indirect cost charges, and other grant related expenditures.
- Advise President of potential problems (over or under spending funds) and provide recommendations for corrective action. Prepare complex cost estimates and projections for various components of the award to assist the management team
- Understand and communicate policies, procedures, agency regulations, application deadlines, agency reports, award related requests to the management
- Track all federal and state regulatory reporting requirements
- Analyze and reconcile contract financial information related to billings, budgets and variances
- Communicate with sub recipients and others about billing deficiencies and coordinate the corrective action efforts
- Grants include private foundations, CACFP, Child and Adult Care Food Program, US Dept. of Health & Human Services, Head Start
- Oversee and coordinate all aspects of payroll with Lyons HR
- Record and prepare monthly in-kind reports for management and to monitor against annual goals (Assist in the development of a system to track and record in-kind activity)
- Ensure proper documentation is received to substantiate in-kind claimed and reported for Head Start purposes
- Ensure that all procurement and accounting transactions are done properly and in accordance with Federal and State regulations.
- Maintains accounting controls by preparing and recommending policies and procedures
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

General Staff Responsibilities

- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Maintain and protect total confidentiality in regard to finance and personnel files.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.

- Assists with special projects and/or events.

Ideal candidate will:

- Sets the highest standard of professionalism
- Thrives on setting the highest standard of excellence in personal conduct and performance
- Exceptional honesty, character, integrity and reliability
- Treats everyone with the utmost decency and respect
- Strong verbal and written communication skills
- Capable of quickly establishing credibility with all colleagues in the organization
- Drives culture in a very positive way
- Great team player
- Self-motivated to perform at highest level / Mastery of attention to detail
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Regular, reliable, and punctual attendance is required.
- Able to meet deadlines
- Commitment to public service and improving the Black Belt community
- Strong analytical and organizational skills and compliance background

Requirements

- AA/Bachelor's Degree in Accounting/Finance or equivalent.
- 3-5 years of experience managing the finances of a nonprofit charitable organization of similar type and size of the Foundation, including government and grant contracts
- Knowledge of GAAP, methods and legal requirements
- Excellent oral and written communication skills.
- Ability to interpret and apply guidelines and policies related to grants and contracts
- Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis, and reporting
- Ability to prioritize and manage multiple, competing tasks and project deadlines simultaneously, with attention to detail
- Experience in directly participating in proposal planning & creation of financial reports
- Exhibit sound judgment, follow work through to completion, and meet high work standards
- Experience reporting to an Executive Director and board delegated committees
- Proficiency in Microsoft Office products (e.g. Excel, Word, etc.) and ability to learn proprietary software.
- Advanced knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, and investment and financial reporting methodologies
- Has the ability to understand endowment management and disbursement.
- Must pass physical examination, background check and fingerprinting screen.
- Driver's license (in good standing) required.
- Experience with US Health & Human services contracts is an asset

Salary: commensurate with experience

Benefits: 401K with 5% employer match, medical and dental benefits; vacation leave

To apply: Submit cover letter and resume to HR@blackbeltfound.org

Deadline to apply: open until filled

We are an equal opportunity employer, committed to creating a diverse and healthy work place.

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