PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

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| **Job Title:** | **Grant Reporting Specialist** |
| **Department:** | **Finance**  |
| **Reports To:** | **Controller** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-Exempt** |
| **Job Grade:** |  |
| **Prepared By:** | **Human Resources** |
| **Prepared Date:** | **5/01/2020** |
| **Approved By:** | **Susan Higginbotham, Chief Executive Officer** |
| **Approval Date:** |  |

**POSITION SUMMARY**

The Grant Reporting Specialist (Specialist) assists the Chief Financial Officer (Officer) in developing budgets for new grants and preparing budget modifications/revisions for existing grants; prepares and files all quarterly reports and monthly grant managers' reports; monitors each grant spending to ensure compliance with relevant federal and state regulations; works closely with auditors during fieldwork regarding issues of compliance for all funding sources, especially grant expenditures and closeouts; monitors the ratio of budget/expenses of all grants on a monthly basis.

This position must be able to follow strict rules of confidentiality needed within the finance department. Confidentiality applies to employee pay rates, hires and terminations, personal information related to healthcare coverage, grant expenditures, employee reimbursements, and all other pertinent information, which would be in the realm of the knowledge available within the fiscal department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Maintains finance department’s finance grant files, includes maintaining a detailed list of all current grants including reporting due dates and grant purpose on the active grant list.
* Grant budgets, including developing budgets for new grants, input budgets into the accounting system, prepare monthly grant budget reports, comparing budget to actual, and provides account/budget analysis for each report produced.
* Grant reporting, including filing all necessary financial reports with various funding agencies including federal, state, and private entities and maintain appropriate documentation. Provide budget reports to directors and/or grant managers monthly and as requested. Assist auditors regarding issues of compliance with all funding sources and provide direct support for all areas of financial reporting, including cost allocation, using the principles in federal and state regulations as well as the grant contract/agreement.
* Provide backup technical assistance to grantees including, but not limited to, budget development, invoicing, appropriate federal and state regulations, and audit process.
* May be called upon to participate in on-site sub-recipient fiscal monitoring to ensure compliance with PCADV’s agreement and applicable state and federal regulations. Provide technical assistance to fiscal staff during the visit. Prepare a written report for the Program Monitors. Follow up on non-compliance issues until resolved.
* Other responsibilities include attend and participate in PCADV staff meetings and in-service trainings, attend training on fiscal/finance topics as needed, and serve as a backup for various administrative tasks, such as opening daily mail per PCADV mail processing procedure, and maintain various lists used by PCADV.
* Other duties may be assigned

## SUPERVISORY RESPONSIBILITIES

Although there are no direct supervisory responsibilities, this position assists the fiscal coordinator and the fiscal program specialist in their responsibilities.

**QUALIFICATIONS AND COMPETENCIES** include the following:

## EDUCATION and/or EXPERIENCE

Bachelor’s degree in accounting with a minimum of four years related experience, one year in non-profit accounting with multi-stream accounting preferred. An equivalent combination of education and experience may also be considered.

**COMMUNICATION SKILLS**

1. Excellent written and verbal communication skills are required.
2. Ability to communicate effectively and courteously in person and on the telephone.
3. Ability to write routing reports and correspondence is required.
4. Must exhibit the ability to deal tactfully and respectfully with employees at various levels of the organization.

**COMPUTER SKILLS**

The following computer skills are required for this position:

1. Experience with Macintosh personal computers.
2. Advanced proficiency in Microsoft Excel including using various Excel functions. Must be able to design effective and efficient Excel workbooks that include footing and cross-footing calculations and linking various Excel workbooks.
3. Proficiency using Microsoft Word including mail merge with Excel workbooks and lists.
4. Must be willing to learn new software applications as needed.
5. Experience with fund accounting software. Although not required, experience with high-end user software if preferred.
6. Experience with databases is required. Experience with FileMaker Pro preferred.

## MATHEMATICAL SKILLS

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY/SOCIAL/PSYCHOLOGICAL AND OTHER ABILITIES

1. Must be able work well independently as well as the member of a team.
2. Initiative and ability to work beyond instructions that include written, verbal, diagram, or schedules.
3. Good problem-solving skills that deals with a variety of concrete variables in situations where only limited standardization exists.
4. Demonstrated ability to effectively handle multiple tasks at one time.
5. Demonstrated ability to work under pressure, manage time, evaluate progress, and adjust activities to complete work within established time frames.
6. Must have the ability to maintain a pleasant demeanor even while working under deadlines/pressure.
7. Ability to exercise independent initiative and sound judgment to identify problems and propose workable solutions.
8. Ability to read and interpret documents such as the DHS contract as well as PCADV policies and its accounting procedure manuals.
9. Ability to read and interpret federal and state regulations such as OMB Circulars.
10. Must be able to provide recommendations to all relevant PCADV staff regarding federal compliance in the areas of budget development, revisions and final grant reports.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk, listen/hear, frequently move and sit for long periods. Most tasks will require working on a computer. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet but with frequent interruptions.

**OTHER SKILLS AND ABILITIES**

1. A commitment to PCADV’s mission and vision is required.
2. Must be able to follow strict rules of confidentiality needed within the finance department. Examples include employee pay rates, hires and terminations, personal information related to healthcare coverage, grant expenditures, employee reimbursements, and all other pertinent information, which would be in the realm of the knowledge available within the fiscal department.
3. Ability and willingness to work cooperatively with a diverse group of people.
4. Demonstrated knowledge of domestic violence and understanding of related issues.
5. Commitment to ending violence against women.
6. Demonstrated understanding of issues of cultural and socioeconomic diversity as they apply to domestic violence prevention, intervention and services and the intersectionality of institutionalized systems of oppression and domestic violence.