

BAY AREA TURNING POINT, INC.

Job Title: Grants Finance Administrator	FLSA Status: Exempt
Department: Administration	Reports to: Finance Director
Effective Date:	Pay Rate: \$58,000-\$63,000 year \$27.88-\$30.29 hour

Position Overview:

Hours: 40 hours per week: The position requires the performance of a wide variety of daily accounting duties and analyses associated with state and federal contracts/agreements and foundations. The position responds to requests for information from other departments and prepares reimbursement packets, drawdowns, journal entries, management reports, etc.

Each grant is unique; this position requires a person who can analyze the financial transactions in compliance with the contract and can provide financial guidance to departments to ensure compliance with grant restrictions, guidelines, and GAAP.

Essential Duties and Responsibilities

- Processing a variety of accounting, reporting, financial project monitoring, and record keeping.
- Timely prepares and submits grants reimbursement packages, draw-down, journal entries, etc.
- Track the progress of projects and activities to ensure the accuracy of financial systems and ensure budgets are adhered to.
- Performs timely reconciliations and keeps financial records up to date.
- Ensures that all accounting transactions are supported with adequate description and documentation.
- Coordinates with other departments and responds to requests for information.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with GAAP applicable standards.
- Establishes and maintains various in-house spreadsheets and logs supplemental to the department's accounting systems.
- This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position.
- Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.
- Conduct regular grant meetings with management to ensure overall objectives for grants and foundations are met.
- Work closely with other members of the finance department to achieve departmental and agency goals.
- Other duties as assigned. (such as answering the phone).

Education, Experience, and Other Requirements

- Bachelor's degree in Business (Accounting/Finance preferred) from an accredited college or university
- Must have a valid Driver's License (TX upon hire)
- Familiarity with grant and fund accounting
- Experience with QuickBooks
- Thorough working knowledge of Generally Accepted Accounting Principles (GAAP) for governmental and not-for-profit entities.
- Strong knowledge of grant requirements with an emphasis on knowledge of 2 CFR 200 and HUD regulations preferred.
- This job is performed in a professional office environment.
- Occasionally required to travel to training events or meetings.
- This is primarily a sedentary role; however, working with files is required.
- Ability to lift up to 10 pounds and bend and stand as necessary.
- No special safety precautions are required.

Qualifications and Competencies

- Strong understanding and working knowledge of job/project ledger accounting and budgeting and its correlation to the general ledger.
- Ability to plan and organize work, perform under pressure, and meet deadlines.
- Ability to communicate effectively with internal and external sources and keep management informed.
- Strong problem-solving, critical thinking, and analytical skills.
- Ability to analyze and interpret data for accuracy and be detail-oriented.
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Excellent interpersonal skills.
- Able to work independently with minimal supervision.
- Proficiency in the use of MS Office.

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.