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| JOB TITLE: Fiscal Grants Manager | REVISED ON: August, 2022 |
| REPORTS TO: Executive Director | FLSA STATUS: Exempt |

JOB SUMMARY:

The Fiscal Grants Manager is responsible for the financial operations of Prevent Child Abuse North Dakota (PCAND). Maintain agency financial records; assure bookkeeping conforms to generally accepted accounting principles and procedures and ensure fiscal and grant management integrity. The Fiscal Grants Manager performs high-level professional work related to grants and contract management activities. The position is full-time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fiscal Management:

- Work with the Executive Director in the development of the agency budget.
- Maintain compliance with the organizations fiscal policies.
- Assist the PCAND Board of Directors in fiscal policy development and provides leadership for all approved efforts related to agency funding.
- Evaluate the program budgets and monitor program expenditures for compliance and effectiveness.
- Coordinate required annual organizational, ensure audit compliance, and assist in development of audit report. Serve as a contact person for organizational financial transactions.
- Assist the PCAND Board of Directors in fiscal policy development and provides leadership for all approved efforts related to agency funding.
- Evaluate, monitor, and make recommendations to the Executive Director regarding financial policies and procedures.

Grant Management:

- Assists in writing budgets for grants.
- Assist in drafting grant proposals and supporting documents based on the funding requirements of the organization.
- Oversee grant-related expenditures and in-house fiscal procedures to insure conformance with budget restrictions and limitations.
- Provide timely and accurate financial information to identified individuals. Support completion of regulatory grant reporting.
- Monitor and ensure compliance with grant applications, use of funds, reporting, and claim processing requirements.

Additional Duties:

- Maintain a positive and healthy work environment for all employees.
- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Maintain positive relationships with grant partners and other stakeholders.

QUALIFICATIONS, EDUCATION, AND/OR EXPERIENCE:

- Minimum of three years of grant and contract experience.
- Experience in general ledger accounting and reconciliations.
- Experience in the use of financial software and Excel.

- Prior experience in non-profit fiscal management is preferred.
- Experience with both federal and state grants is preferred, including a working knowledge of state and federal OMB Regulations.
- Bachelor's degree in Accounting or Business-related Degree

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with standard accounting principles and practices.
- Multitasking, organizational, and time management skills.
- Ability to handle confidential matters with the utmost integrity.
- Prior knowledge of fiscal and grant management policies and practices.
- Ability and skill to plan, organize, distribute, and supervise administrative support functions.
- Proficiency in MS Office and Excel.
- Ability to work independently and to make timely and effective decisions.
- Strong written and verbal communication skills.

JOB CHARACTERISTICS

- Precise, high quality, detailed work; able to set priorities, and maintain error-free work on a consistent basis
- Technical/analytical focus
- Leadership focused on consistent, accurate, quality work output.
- Organized: set priorities, develop a work schedule, monitor, and follow up on progress.

OTHER WORK REQUIREMENTS

Ability to travel within the state on occasion. Maintain a valid driver's license and insurability. Must pass background check.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands to finger keyboard, telephone and handle other objects. The employee is frequently required to walk, sit, and reach with hands and arms. Vision required for this job includes close vision (clear vision within 20 inches).

WORK ENVIRONMENT: Normal office environment with good lighting, and generally, little exposure to excessive dust, humidity, or temperature. The noise level is usually moderate, limited to the operation of printers, computer equipment, typewriters, telephones, background music and conversation.

NOTICE: This job description in no way states or implies that these are the only activities to be performed. The incumbent will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor.

This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are based on company needs, being in good standing, fully competent performance, and other non-discriminatory issues. This position description does not create an employment contract, implied or otherwise, other than an 'at will' employment relationship.

Please submit resume to akempfer@pcand.org