

EASTLAND COUNTY CRISIS CENTER INC.

CRIME VICTIM ASSISTANCE CENTER AND THE EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Finance/Grant Manager	
Reports to	Executive Director	Effective: 9/29/2021
Division/Department	CAC and CVAC	
Function:	Under the supervision of the Executive Director, the Finance/Grant Manager provides financial support services for the organization, ensures compliance with financial reporting requirements, assists with grant writing, coordinates financial reporting and requests for reimbursement for multiple grants and contracts, and oversees facility operations.	

Level/Grade	Type of position:	Salary approx 40hrs/ week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

ADMINISTRATIVE SERVICES

- A. Prepare appropriate documentation of all revenue sources and all in-kind sources including Hope Closet supplies, volunteer hours, travel, and food
- B. Prepare, code invoices for approval
- C. Monitor appropriate use of funds related to budget
- D. Code approved revenue and expenses into accounting system, handles month end close to include general journal entries, bank reconciliation, balance sheet reconciliation and external reporting.
- E. Process payroll and ensure accurate and timely compliance with all IRS and government regulations in regards to taxes and contribution acknowledgements
- F. Coordinate issuance of annual financial statements, including but not limited to annual budget and cost allocation plan
- G. Responsible for grant applications including budgeting, narratives, and all needed documentation
- H. Help prepare financial and facility related reports for monthly board meetings and agency audits
- I. Attend and participate in staff meetings, finance meetings, and other functions as directed by Executive Director
- J. Develop, document and refine accounting practices and procedures in keeping up with the most current standards in the field of accounting and in accordance with state and federal regulations
- K. Perform job duties in accordance with approved agency policies and procedures
- L. Assist with human resource management and new hire orientation as needed
- M. Maintain facility operation service provider list

PROGRAM SUPPORT SERVICES

- N. Support coordinated agency efforts to increase the community's understanding of Family Violence, Sexual Assault and Child Abuse issues, which includes attending and assisting with agency events.
- O. Serve as hotline on call supervisor as needed and/or monitor agency hotline as needed
- P. Work within budget and communicate professionally with service providers to ensure building and grounds are maintained and physical operating systems are functional, minimizing disruptions to client services and program operations
- Q. ethical standards, professional guidelines, agency policies, cultural competency, including confidentiality, and a victim-centered approach to service delivery
- R. Attend trainings to maintain proficiency, as approved
- S. Perform other duties as assigned by the Executive Director
- T. Provide support for CAC Program Director and conduct forensic interviews as needed

WORK EXPERIENCE REQUIREMENTS

REQUIRED QUALIFICATIONS:

- Demonstrated proficiency in fund accounting.
- Proficiency with Microsoft Word, Excel and Quickbooks.
- Must be able to perform advanced administrative and accounting duties.

DESIRED QUALIFICATIONS:

- Experience with nonprofit financial management.
- Understanding of domestic violence, sexual assault, and child abuse issues.
- Preference given to those persons bilingual in English and Spanish.
- Prefer proficiency in financial software program such as Quickbooks or PeachTree.
- Bachelor's Degree.

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of an associate's degree in a relevant field as determined by the Executive Director
- ◆ Bachelor's degree is preferred
- ◆ Work experience in financial management or human services may be substituted in place of degree requirement as the discretion of the Executive Director