



POSITION TITLE:	Finance and Grants Manager
FLSA:	EXEMPT
REMOTE:	HYBRID
MEDICAID:	NO
CREATED DATE:	2/8/2024
REVISION DATE:	2/8/2024

POSITION SUMMARY

The Finance and Grants Manager will lead the organization's efforts in managing and ensuring compliance with grants. Responsibilities include funder reporting and invoicing, budgeting and forecasting, no-cost extensions and renewals, cost approvals and transfers, allowability reviews, and closeouts. The Finance and Grants Manager will also be responsible for monitoring and evaluating grant-funded projects, fostering collaboration between departments, and providing training to enhance staff understanding of grant processes.

ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

Mission: We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

Vision: All Individuals and Families are Flourishing.

Impact Statement: Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

Guiding Principles: - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

ABOUT OUR PROGRAM/DEPARTMENT

The Finance and Grants Department at Catholic Social Services (CSS) - Alaska plays a crucial role in ensuring the financial health and sustainability of the organization. With a strong focus on accounting functions, including accurate financial recording, reporting, and compliance with applicable financial regulations, this department lays the foundation for CSS's fiscal integrity. In conjunction with these accounting responsibilities, the department also actively engages in grants management. It is responsible for securing, tracking, and effectively utilizing grants to support CSS's mission of providing compassionate and comprehensive social services to individuals and families in need across Alaska. This dual emphasis on accounting and grants management ensures CSS maintains transparent and accountable financial practices while maximizing the impact of grant funds in fulfilling its mission.

REQUIRED COMPETENCIES

Team Collaboration: Promotes effective teamwork by valuing diverse perspectives, communicating openly, and prioritizing group goals over personal objectives, fostering collaboration within the team and across the organization.

Software Proficiency: Proficient in Microsoft Office, especially Excel, with extensive experience in utilizing financial management software for grants administration, including the ability to navigate and manipulate backend setups.

Regulatory knowledge: Demonstrates an understanding in researching and interpreting regulations, codes, and laws relevant to finance and grants management. Applies acquired knowledge across scenarios for informed decision-making and compliance.

Critical Thinking: Utilizes analytical skills to guide effective problem-solving, drawing conclusions and applying insights to address challenges systematically.

Independence and Initiative: Displays a high level of self-sufficiency, working independently and proactively managing day-to-day activities. Recognizes when to seek input from others and adeptly asks pertinent questions.

Decision-Making Judiciousness: Approaches problems and decisions with a methodical and objective mindset, exercising sound judgment and making well-timed decisions, considering broader implications on themselves, the team, and the organization.

RESPONSIBILITIES:

- ❖ Grant Compliance and Reporting:
 - Assist in monitoring reporting and filing schedules for all grants.
 - Coordinate creation and submission of accurate and timely reports.
 - Maintain awareness of federal, state, and municipal grant regulations, serving as a resource for agency personnel.
- ❖ Financial Management:
 - Review allowability with applicable grant regulations.
 - Assist in grant execution and set up in the financial system.
 - Complete invoicing, grant draws, and monitor receivables.
 - Monitor grant spending, providing activity reports and guidance on allowability.
- ❖ Administration and Coordination:
 - Coordinate and track the status of all required grant revision requests.
 - Assist in pre-award budget creation and provide expertise on proposal compliance.
- ❖ Monitoring and Evaluation:
 - Assist in monitoring grant spending in partnership with program personnel.
 - Provide spending activity reports and guidance on allowability.
- ❖ Audits and Closeout:
 - Assist in the annual budget, all audits, including funder reviews, and single and financial audits.
 - Complete the closeout process for all grants.
- ❖ Other:
 - Perform any additional responsibilities as may be delegated or required to support the overall objectives and success of the organization.

QUALIFICATIONS:

Bachelor's degree in finance, Business Administration, or a related field. Advanced degree or professional certifications (e.g., CPA, CGMS, GPC) is a plus. Five (5) years of experience may be substituted for the required education.

WORK ENVIRONMENT

Work environment: Work is performed in a standard indoor office.

Physical demands: Occasional lifting of up to 25 pounds. Frequently sitting or standing at a desk for several hours at a time.

Travel: n/a

Location: 4600 Debarr Rd, Anchorage, Alaska 99508

_____ <i>Employee Name</i>	/	_____ <i>Employee Signature</i>	_____ <i>Date</i>
_____ <i>Supervisor Name</i>	/	_____ <i>Supervisor Signature</i>	_____ <i>Date</i>