

Job Description

Do you have experience analyzing audits, financial policies, and invoices? Community Shelter Board is looking for a Grants Administrator – UFA to monitor spending within the homeless system to assure compliance with federal guidelines. If you're detail-oriented and enjoy solving complex puzzles, this could be a great match.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking a professional, self-motivated team member to serve as Grants Administrator – UFA.

You'll have the opportunity to work in a fast-paced environment in this full-time position. The preferred candidate will possess at least three (3) years work experience in an office setting, including financial and accounting experience such as invoicing, accounts payable, payroll, accounts receivable, and accounting systems, as well as the ability to analyze financial documentation, especially audited financial statements. Multi-tasking, prioritizing and excellent written and oral communication skills are key. A successful candidate will demonstrate strong organizational skills, with a focus on accuracy and the ability to perform well under pressure. Strong customer service for both internal and external audiences is essential.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer an attractive, comfortable work setting and free parking. Learn more about CSB at www.csb.org. Interested applicants may apply by submitting a resume to [hiring@csb.org](mailto: hiring@csb.org) by January 23, 2020.

Title of Position: Grants Administrator - UFA

Pay Range: \$46,000 - \$56,000

Status: Non-Exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Grants Director

Unit: Grants and Compliance Administration

BASIC FUNCTION

This position is responsible for working with the Grants Director to implement the public and private grants administration strategy for the organization.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by ensuring that private and public funder contractual obligations are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors federally-funded partner agencies to assure compliance with all applicable contracts, regulations, and laws governing non-profit operations.
 - a. Reviews U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) and Emergency Solutions Grant (ESG)-funded partner agency invoicing and any applicable conditions for compliance on a continuous basis.

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- b. Tracks CoC invoicing and makes CoC draws through HUD's online draw system.
2. Ensures 100% of expenditures for federal funds are allowable, eligible, and reasonable in accordance with federal regulations.
 - a. Tests disbursements for CoC and ESG funded programs continuously, tracking compliance by agency and grant, following HUD-mandated monitoring procedures.
 - b. Ensures all ineligible costs are refunded in a timely manner.
3. Assists with ensuring the fair and appropriate administration of partner agency program review and certification (PR&C) process for all agencies funded with CoC Program funding through CSB, in accordance with CSB PR&C Standards and HUD HEARTH requirements.
 - a. Assists with on-site review of all partner agencies.
 - b. Works with partner agencies to address areas of non-compliance, including (but not limited to) additional site visits and training, as needed.
 - c. Leads or assists with the financial, organizational, and program portions of the PR&C, as needed.
4. Completes contract closeout letters.
5. Monitors financial health of partner agencies through compilation of organizational indicators.
 - a. Analyzes partner agency audited financial statements and prepares an organizational indicator draft report using partner agency audited financial statements and 990s.
 - b. Provides a final report to partner agency executive and board chair 8 months after the close of the agency's fiscal year, dependent upon timely receipt of audited financial statements and/or 990s.
6. Provide research regarding federal regulations, as needed.
7. Assists with the preparation of financial reports for funder invoicing by generating grant reports from the accounting system.
8. Assist the finance department.
 - a. Opens and reviews CSB bank statements to identify any unusual transactions.
 - b. Performs bank reconciliations and identifies issues that might need attention.
 - c. Assists the finance department in preparing for the annual audit.
 - d. Process accounts payable, as needed. Assists with maintaining vendor files.
9. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies, and procedures.

OTHER FUNCTIONS

1. Provides technical assistance to CoC partner agencies within the scope of authority.
2. Attends other agency and/or organizational meetings as requested.
3. Assures that effective communication is maintained within areas of responsibility.
4. Provides back-up staffing for the Grants department, as needed.
5. Maintains complete and adequate files, records, and documentation.
6. Active participant in staff meetings.
7. Effectively collaborates internally with other CSB staff to ensure best possible work products are delivered.

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8. Other duties as requested.
9. Contributes to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

KEY LEADERSHIP COMPETENCIES

1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Is able to marshal resources, information, and activities in an effective and efficient manner to accomplish a goal.
3. Can accurately plan projects/tasks with regards to length and difficulty. Can set objectives and goals and anticipate plan for roadblocks. Can establish processes in order to work efficiently. Is able to plan tasks and projects in a detailed and thorough manner.
4. Is able to focus on critical tasks, appropriate time accordingly, and make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
5. Understands group dynamics, roles, and needs of groups and their members.
6. Written communications convey messages and information in a clear and concise manner.

SKILLS, KNOWLEDGE & ABILITIES

1. Proven competency in communication skills, both oral and written.
2. Demonstrated attention to detail.
3. Knowledge of functional aspects of accounting departments, including accounts, payable, payroll, and accounts receivable.
4. Knowledge of automated accounting systems.
5. Proven competency in analyzing financial documentation, including but not limited to audited financial statements, financial policies and procedures, and invoices.
6. Excellent organization skills.
7. Excellent time management skills.
8. Excellent project and process management skills.
9. Proven ability to work independently, manage deadlines.
10. Proven ability to manage large amounts of information effectively.
11. Ability to get along with diverse personalities.
12. Skilled in Microsoft Windows, Outlook, Word, Excel, PowerPoint, and Internet.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities
2. Ability to maintain/oversee multiple projects simultaneously
3. Strong analytical and reasoning abilities
4. Quick learner
5. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible
6. Ability to establish credibility and be decisive while supporting the agency's needs and priorities

EDUCATION/EXPERIENCE & OTHER REQUIREMENTS

1. Congruence with agency mission and values.
2. At a minimum at least three years of experience in an office setting. Associates or Bachelor degree in accounting preferred.
3. Experience working in a not-for-profit setting preferred.

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4. Must have a valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

Job Outcomes Monitoring and Reporting:

1. Documented quarterly job performance discussion with supervisor.