

## Financial Data & Grant Manager

Salary Range: \$55,000 - \$65,000

Status: Full-time, exempt

*AFSSA is seeking a Financial Data & Grant Coordinator. Working with the Finance Director and the Financial Analyst you will ensure the agency's financial processes and flow are efficient, accurate, and that AFSSA remains in compliance with generally accepted accounting principles (GAAP), and all Grantor, local, state, and federal rules and regulations.*

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### **ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)**

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. Paired with a generous annual time-off policy, AFSSA demonstrates a level of care for our employees not seen in many workplaces. Time-off includes up to: 208 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

*Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.*

### **POSITION SUMMARY**

Reporting to the Finance Director, the Finance Data & Grant Coordinator will: coordinate the flow of financial requests, invoices and financial reports; serve as the main point of contact for staff and day-to-day communications with grantors; coordinate all grant billings; coordinate and work with the Financial Analyst to generate data needed for monthly reporting, tracking, audits, and budget development; evaluate financial policies and procedures and make recommendations on improving efficiency, performance, and transparency.

### **ESSENTIAL JOB FUNCTIONS**

- **Coordinate all financial processes and procedures**
  - Serve as the finance department's main point of contact for all staff
  - Review/correct/ approve and move to Financial Analyst for final processing all purchase logs, reimbursement requests, and vendor check requests
  - Process monthly invoices. Generate required check requests and monitor auto debits for recurring costs.
  - Monitor expenditures to ensure alignment with approved agency and grant budgets
  - Review reconciled bank and credit card statements and ensure all supporting expenditure documentation conforms with audit standards
  - Monitor ACH credits/donor deposits and coordinate coding reconciliation with the Fund Coordinator
  - Make bank deposits
  - Coordinate and review all documentation requested by auditors for the agency and single audits to ensure it is correct and provided in a timely manner
  - Identify best practices and make recommendations for improving internal systems
  
- **Coordinate all grant related financial activity**
  - Serve as the point of contact for day-to-day grantor/agency communications and respond as required
  - Coordinate and prepare monthly grant reimbursement requests and financial reports for review by the Finance Director. Work with the Financial Analyst to ensure accuracy of reports.
  - Track grant expenditures to grant budget and alert Finance Director of variances greater than 3%
  - Monitor grant reimbursement requests and maintain log of payments received

- Provide financial mentoring and coaching of staff to ensure adherence to finance policies and procedures.
- Review grant budgets and create documentation of budgeted expenses per grant to share with programmatic staff.
- Monitor finance activity to ensure it is in compliance with all grantor regulations and conditions
- Develop monthly grant review and billing schedules and communicate them to the financial analyst and staff
- Gather, organize, and review all documentation requested by grantors for all desk reviews and site visits to ensure it is correct and provided in a timely manner
- **Other Responsibilities**
  - Attend various agency meetings as required
  - Adhere to all agency, state and federal policies and regulations
  - Perform other duties as assigned

#### **REQUIRED EXPERIENCE & EDUCATION**

- Bachelors or Masters in Business Administration or Finance, OR an equivalent combination of education and experience
- 2 years of financial and/or government grant management experience
- Proficiency using technology, MS Office software, and databases

#### **PREFERRED KNOWLEDGE, ABILITIES, SKILLS**

- Initiative, a self-starter
- Ability to prioritize demands
- Project Management Certification
- Solid communication (written and verbal) and interpersonal skills, and a communication style that is transparent and direct
- Ability to plan and organize work in an effective and timely manner
- Ability to remain focused and calm when there are multiple demands on your time
- Proficiency using MIP Accounting software
- Ability to maintain flexible schedule
- Successfully complete a background investigation

#### **SPECIFICATIONS**

- **FLSA Status:** Full-Time Exempt
- **Salary Range:** \$55,000 - \$65,000
- **Location:** Austin Texas
- **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
- **Hours:** Minimum of 40 hours per week, including evenings and weekend commitments
- **Required:** Valid U.S. work permit
- **Required:** Occasional use of self-insured personal vehicle
- **Required:** Valid Texas Driver's License
- **Note:** This position is subject to grant funding