

Grant and Accounting Manager

Exempt Status: Salaried, Non-Exempt

Commitment Type: Full-time, funding expected to continue

Reports to: Executive Director

Responsibilities: Under the supervision of the Executive Director for CAC Laredo-Webb. The Grant and Accounting Manager is responsible for managing and enhancing the internal organization processes and infrastructure that will allow CAC to continue to grow and fulfill its mission.

Skills and Qualifications needed:

- Bachelor's Degree in Business Administration, Accounting or Non-Profit Management from a recognized college or university.
- Experience in a nonprofit organization, ideally in operations, finance, and/or grants management.
- Demonstrated experience in operations management and planning with previous experience overseeing day to day operations, agency policies and procedures, contracts, risk management, and legal.
- Demonstrated experience working in a finance department that has received finding-free audits.
- Demonstrated success managing government funded grants, including grants that include a matching obligation.
- Solid computer skills and proficient in word processing, spreadsheet design, excel, outlook, and QuickBooks.
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning.
- Personal qualities of integrity, credibility, and commitment to the mission of CAC.
- Excellent time management and organizational skills.
- Performs other monitoring responsibilities as appropriate and necessary.

Experience:

- 7 years experience in a socially responsible organization with progressive experience leading and at least 3 years experience in operational/administrative management

Administration and Finance

Responsible for the completion or for supervising the completion of the following financial components:

- Accounts Receivable – handles invoicing, coding, collection and reconciliation of monies owed to agency.

- Accounts Payable – handles payment, coding and reconciliation of monies due to vendors and independent contractors.
- Bookkeeping – codes revenue and expenses into accounting system, handles month end close to include general journal entries, bank reconciliation, training database reconciliation, balance sheet reconciliation and external reporting.
- Cash Flow – monitors cash inflow and outflow to anticipate routine cash needs.
- Cash Disbursements/Receipts – issues checks, enters auto debits and credits, maintains petty cash and reviews and posts all cash receipts handled by contract coordinator.
- Budget – monitors appropriate use of funds related to budget.
- Financial reporting – generates financial and grant reports for use by Executive Director as well as management and outside agencies.
- Audit preparation – coordinates and prepares fiscal and personnel documentation for grantors and annual audits.
- End of year duties – tax reporting, organizational reporting (annual 990 coordination), end of year close out work including depreciation, inventory/fixed asset management, annual accrual entries.
- Ensures personnel policies and procedures are appropriate for the effective and efficient functioning within the working environment and the protection of staff.
- Reviews policies and procedures annually and recommended changes as needed to the management team.

Grants Management

- Grants Receivable – handles monthly billings, coding, payments and reconciliation of grant records for multiple funding sources.
- Coordinates with directors of programs, development, and finance all grant reporting and assures compliance.
- Monitors grant budgets to ensure grant resources are fully utilized.
- Monitors match obligations for grants to ensure obligations are met.
- Prepares annual grant applications and budgets.
- Coordinates with oversight agencies for monitoring requests.
- Coordinates insurance policies

Operations

- Oversee the maintenance and updating of all internal policies and procedures and ensure they are reviewed and updated annually.
- Classifies and justifies supply needs and purchases.
- Office management: oversee administrative functions for the CAC office, ensuring smooth daily operations of physical plant and equipment.
- Board of directors –
 - Act as staff liaison to relevant board committees

Job requires 40 hours weekly. 2 weeks paid vacation each year, in addition to all CAC holidays.

CAC is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Application Instructions: Email cover letter and resume to Dr. Severita Sanchez at: frontdesk@caclaredo.org with the subject line: Grant and Accounting Manager