



Stanley M. Isaacs Neighborhood Center

415 E 93rd St, New York, NY 10128

Budget and Grant Analyst

The Budget Analyst primary role is overseeing the Stanley Isaacs Neighborhood Inc. budget process including preparation and ongoing analysis, ensuring compliance with government contract regulations, and acting as primary liaison between contractors (a variety of sponsoring State, City and local agencies), program staff and the fiscal office. We are seeking a highly motivated, detailed and organized individual to join the Fiscal Department. This position reports to the Chief Financial Officer and will work closely with the program staff.

Responsibilities:

- Working closely with the Chief Financial Officer (CFO) and senior management, prepares annual budget preparation calendar and working documents. Ensures that senior staff and project directors are kept informed of budget changes;
- Prepares quarterly and year-end revenue projections using actual program outcomes for performance-based contracts and actual expenditures for line-item reimbursement contracts;
- Prepares monthly expenditure analysis including accrual projections to determine where budgets are over and/or under-spent. Coordinates monthly meetings with senior management and CFO to review analysis, program changes impacting the budget and contract issues;
- Updates internal budget documents as necessary, prepares budget modification forms as needed, inputs changes into the accounting system (Fund EZ), and communicates all changes to relevant staff;
- Working closely with the fiscal staff and program staff, prepares budget modification forms requests for government contracts as needed;
- Reviews monthly budget variance reports and general ledger reports to insure that items are being charged to the correct programs and contracts. Prepares correcting journal entries as required. Assists the CFO in determining appropriate allocation methodology for those items requiring allocation among different sources. Ensures that allocations are made correctly and reviews methodologies with program and administrative staff;
- Prepare monthly grants reconciliations to ensure grant expenditures align with budgets;
- Reviews all personnel requests and personnel action forms to ensure there are adequate resources available to fill positions;
- Working with the CFO, assists in the preparation of budget status reports for the Finance Committee and Board of Directors;
- Other duties as may be required by the CFO.

Requirements:

- A Bachelor degree in Accounting, Finance or a related field is required
- Minimum 3 -5 years of accounting/budget analysis experience is necessary
- Excellent analytical, verbal and written communication skills required;
- Highly proficient in word processing and spreadsheet applications;
- Extremely detail oriented and Superior organizational and time management skills
- Familiarity with Fund EZ experience is a plus