

Job Description

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| Title: | Budget and Grants Manager | Full-Time/ Part-Time: | Full-Time |
| Department | Administration | Hourly/ Salary: | Salary |
| Work Schedule: | 35 hours per week | Regular/Seasonal/Temporary: | Regular |
| Exemption: | Professional | FLSA Classification: | Exempt |

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary

The Budget and Grants Manager (Manager) will manage multiple contracts from a variety of sponsoring State, City and local agencies including but not limited to Department for the Aging (DFTA) and Department of Youth and Community Development (DYCD). This position would comply with required quarterly, monthly and bi-annual grant submissions. The Manager will need to possess strong communications skills to work with all budget makers to build their budgets and understand their impact on and align with organizational, financial, and program goals. Their ability to prepare fiscal year forecasts, based on budget to actual variances will enable management to make short and long term financial decisions. Strong spreadsheet skills will also be necessary for scenario planning and budget creation. This newly created integral position, reporting directly to the Director of Finance and Administration, is necessary for the Isaacs Center to proactively pursue and achieve short and long term strategic financial and mission goals.

Qualifications:

- BA/BS/MPA in accounting, finance, or non-profit management.
- Experience with multiple government contracts is necessary, DFTA and DYCD a plus
- Understanding of and experience with non-profit business model
- Experience with both indirect and direct expense allocations to grants and contracts
- Strong organizational skills, attention to transactional detail, and ability to organize, prioritize, multi-task and meet deadlines.
- Ability to work in a collaborative team environment.
- Experience with agency and organizational auditors a plus.
- Excellent customer service skills
- Familiarity with Fund EZ a plus.
- Strong Excel skills to build budgets, prepare variance reports, forecasts, as well as scenario planning.
- Ability to ask questions related to understanding budgets as well as understanding variances.
- Ability to identify various options, trade-offs, contingencies, and ramifications to achieve goals.
- Excellent analytical, verbal, and written communication skills are required to effectively communicate financial information.

Primary Duties:

- Development of Organizational Budgets and Forecasts - Work with the Director of Finance and Administration as well as senior management (Program, Administrative, and Development), to prepare annual budget, provide technical support, and prepare documents necessary to provide budgetary perspective. Build communication structure with program and development to provide monthly and

quarterly forecasts or as needed.

- Development of Grant and Contract Budgets and Forecasts - Work with project directors, program department heads to build and monitor grant and contract budgets. Responsible for creating and updating forecasts, preparing and reviewing budget vs actual variances, identifying red flags as to overspending or underspending as well as completing budget modifications as needed. Develop time allocation plans for assigned grants and contacts as well as participate in year-end close - out of grants and contracts in preparation for the annual audit.
- Prepare and Submit Revenue Vouchers or invoices for grants and contracts on a timely basis. Primarily DYCD and DFTA contracts which require monthly invoices. Ensure all relevant transactions and allocations are accurate and recorded on a timely basis.
- Operational and Compliance Reporting - Understanding of grants and contracts enables Budget and Grants Manager to ensure expenditures comply with agency and donor guidelines, appropriate GAAP standards, as well as regulatory requirements. Maintain systems of internal controls and safeguards as well as identify efficient technologies that streamline information gathering and compliance processes.
- Prepare and review monthly budget variance reports for review by Director of Finance and Administration, President, Program Directors, and Development staff.
- Build relationships with administrative and program staff to ensure coding process is effective, accurate, and timely. Training and educational efforts are necessary to ensure transactional integrity of revenues and expenses.
- Work with Development department to reconcile restricted and unrestricted revenues on a monthly basis.
- Work with Director of Finance and Administration to prepare organizational budgets and forecasts for presentation to Finance Committee and Board.
- Work with Director of Finance and Administration to identify donors through wire transfers and prepare cash flow analysis.

Stanley Isaacs Center is an Equal Opportunity Employer / Program

Updated May 2017