



Well-being as we age

Position Title: GRANT & BUDGET ANALYST
Job #: 12-AD-2019
Program: Administration
Reports to: Director of Finance
FLSA: Full-Time, Exempt
Wage Range: \$60,000-\$70,000 yearly

Summary:

The ideal candidate is innovative, detail-oriented, has excellent analytical skills and must be able to take on complex tasks with minimal direct supervision. This role will be highly collaborative with business partners across the company.

Essential Job Functions:

- Prepare monthly and quarterly billing materials for a wide variety of funding sources, including governmental, non-profit and other partner organizations
- Work closely with and maintain positive contact with contracting agencies, program staff, auditors, clients and others
- Understand contract and audit requirements and applicable laws and regulations; assure that invoiced charges comply, if they do not, work with program staff, finance staff and/or contract monitors to correct invoices, reports, and financial statements
- Assist in agency budget management and forecast process, analyzing variances and reporting to senior management
- Prepare and/or review journal entries and account reconciliations as part of the month-end close process
- Drive process improvement projects to streamline and automate manual workflows
- Build operational and internal control processes for new and evolving aspects of the business
- Prepare ad hoc and ongoing financial and constituent performance reporting for management and the Board of Directors. Monitor agency and program budget throughout the fiscal year.
- Assist in the annual financial, compliance, and governmental program audit fieldwork. Prepare work papers and documentation for the annual audit and tax return, including the annual SEFA report listing federal funding on grants.
- Produce a high volume of work under a dynamic and fast-paced environment
- Work on special projects as assigned
- Provide backup for other members of the Fiscal team as needed
- Other duties as assigned



Well-being as we age

Qualifications and Skills:

- Bachelor's degree or higher in Finance or Accounting
- Strong understanding of US GAAP and Uniform Guidance
- 4+ years' experience in accounting, preferably in nonprofit. 2+ years' experience in grant billing and contract compliance required, budget experience preferred.
- Advanced Microsoft Excel skills; Capable of analyzing large amounts of data
- Experience with MIP and Prophix, preferred
- Excellent verbal and written communication skills with the ability to present findings and interact at all levels of the organization
- Exceptional critical thinking and problem-solving skills
- Able to dynamically adjust to audience, managing day to day tasks vs participating in higher level strategic planning
- Ability to work with a high sense of urgency while maintaining superior attention to detail
- Has a proactive approach with the ability to multi-task, think creatively and learn quickly in a fast-paced environment

Ergonomic Requirements:

The functions of this position are not necessarily physically demanding. The functions are usually performed sitting, but may require some amount of time standing. Some amount of stooping, bending, crouching, lifting, walking, carrying and other movements may be required. Must be able to remain seated without a break for periods of up to two hours. Able to see, hear and speak adequately to perform the functions of this position. Travel during normal business hours to various locations. Non-smoking environment. Must successfully complete a criminal and credit history background check

Closing Date: Until filled

Homage Senior Services is an equal opportunity employer and value diversity. We are committed to a diverse and inclusive workplace and seek applicants from all backgrounds and walks of life to come join the Homage Team.