

JOB DESCRIPTION

Job descriptions are considered to be classification and recruiting tools
and are not intended to limit the assignment of work.

Job Title: Grants & Contracts Manager

Job Purpose: The Grants & Contracts Manager is responsible for all contracts and financial transactions entered into by the agency.

Reports to: Executive Director

Responsibilities:

1. Maintain, review, and revise (as indicated) the agency's fiscal accounting and reporting systems and procedures, in consultation with the Executive Director, contractual CPA, and independent auditor.
2. With the Executive Director, develop the agency's annual budget, budgets for funding agencies, and project budgets. Monitor the implementation of all budgets and make revisions as necessary.
3. Payment of accounts payable, including payroll to subcontractor Sexual Assault Centers, vendor invoices, and staff reimbursements.
4. Work with the contractual bookkeeper to ensure timely:
 - a. Bi-monthly preparation of payroll, including payroll tax deposits and fringe benefits.
 - b. Monthly reconciliation of bank accounts and books, including cash receipts and disbursements.
 - c. Prepare work papers for annual audit and tax return as requested by independent auditor.
 - d. Accrual postings and review of coding in financial software.
 - e. Preparation of quarterly wage reports for state and federal entities, including state and federal withholding tax deposits, state unemployment payments, and report to Louisiana Dept. of Labor.
 - f. Preparation and mailing of year-end reports, including W2s and 1099s.
5. Review and maintain insurance policies and investment plans for the agency and its employees.
6. Serve as primary point of contact for employees and providers of benefits, ensuring the completion and submission of documents and other duties as indicated.
7. Maintain and monitor all contracts entered into by the agency, including but not limited to those with consultants, hotels or event venues, caterers, speakers, and other vendors. Ensure that all required information and signatures are obtained prior to the start of the contract work period.

8. Monitor contracts to community-based Sexual Assault Centers, including review of RPE and SASP expenditure reports and documentation thereof.
9. Administer the Funding Formula for the distribution of funds to the Sexual Assault Centers, in collaboration with the SAC accreditation monitor.
10. Monitor the SAC statistical reports and review for errors and omissions. Compile data submitted by SACs to produce monthly, quarterly, and annual reports on SAC activities.
11. Serve as primary point of contact for the SACs regarding pass-through funding. Provide technical assistance to SACs regarding use of contract funds; completion of expense reports and statistical and programmatic reports; documentation; and requests for changes to budgets during the contract period.
12. Complete and submit programmatic reports for all funding sources.
13. Work with the Executive Director to properly code expenditures to the appropriate funding source. Monitor the implementation of all grant budgets. File requests for grant adjustments as indicated.
14. Prepare expenditure reports and requests for reimbursement from all funding agencies. Serve as primary point of contact for funding agencies.
15. Financial record keeping for all funding sources.
16. Prepare spreadsheets and schedules as needed or requested.
17. Presentations at Board of Directors meetings as needed.
18. With other staff and Board, develop and implement strategies for increase of non-federal revenue and diversification of agency funding.
19. Perform duties that are shared by all staff and other duties as assigned by supervisor. This may include staffing the agency's display at special events and/or working with survivors who contact the coalition for assistance.

Qualifications:

1. Experience with Generally Accepted Accounting Principles and accrual accounting, including General Journal entries.
2. Ability to manage multiple grant, contract and project accounting with multiple, non-standard fiscal year reporting requirements.
3. Ability to manage allocating shared costs among multiple grants and projects.
4. Minimum of two years' experience in budgeting and fiscal management and at least three years' bookkeeping experience.
5. Ability to work as part of a team.

Other requirements: Ability to travel as needed; have own means of transportation.

Staff who upon hire have not completed the 40-hour sexual assault advocate training offered by a Louisiana Sexual Assault Center will be required to do so as soon as practical.

Job Classification: Full-time exempt

Supervisory Responsibilities: None

Salary Range: \$30,000 – \$38,000 plus benefits

I have read, understand and accept the above job duties and confirm that I meet the above qualifications and have received a copy of this job description.

Grants & Contracts Manager

Date

Executive Director

Date

Rev. 01/2012