

Responsibilities:

Under the direction of the Executive Director and the Director of Finance, this position will be responsible for managing multiple grant and contract budgets, as well as the Agency's annual consolidated budgeting process.

Job Duties:

- Assist with preparation of annual consolidated budget and forecast updates.
- Prepare budgets and narratives for grant applications.
- Develop strong working relationships with Grantors.
- Prepare grant and contract invoices.
- Communicate budget modifications and/or requests for variances to Grantors.
- Prepare monthly budget reports for internal and external reporting requirements.
- Ensure that costs are appropriately allocated and are in compliance with grant requirements.
- Monitor agency spending to ensure that it is within budget.
- Prepare financial analysis of alternative sources and use of funds.
- Examine whether spending requests and budget submissions can be achieved based on known capacity constraints and inform management of potential problem areas.
- Advise management and department heads regarding efficient use of funds.
- Assist in preparing for audits and site visits.
- Other duties as assigned.
- Must strictly adhere to Stand Strong's Confidentiality Policy and be responsible for protecting the confidentiality of all clients, materials, and information.

Qualifications:

- Bachelor's degree in Accounting required. CAP or CMA preferred.
- Knowledge of GAAP and GAS, internal controls and audit documentation requirements.
- Knowledge of fund accounting and nonprofit accounting.
- Familiar with government grants and budget requirements.
- Understanding of differing needs of management vs external reporting.
- Ability to present financial information in a concise and easy-to-understand manner.
- Experience with financial analysis, modeling, and scenario analysis.
- High level of proficiency with QuickBooks Premier.
- Advanced Excel skills and intermediate Word and PowerPoint skills.
- Ability and willingness to learn new technologies and software.
- Experience with Medi-Cal or other reimbursement billing is preferred.
- Fluency in English required with fluency in Spanish or other languages a plus.

Key Characteristics:

- Must have excellent written and oral communications skills.
- High level of initiative and reliability.
- Strong work ethic and commitment to the Organization's mission and vision.
- Enjoy problem-solving and is willing to find creative solutions.
- Ability to follow tasks through to completion.
- Take responsibility for own results and maintain and professional image.
- Ability to work closely, cooperatively, and collaboratively with others.
- Ability to handle sensitive issues with discretion and confidentiality.
- Demonstrated cultural competency and awareness in dealing with diverse populations.

Additional Requirements:

- Must satisfactorily pass a criminal background check (paid by employer).
- Some overtime may be required.
- Completion of California's 40-hour DV training program is required as soon as reasonably possible after hire.

Stand Strong is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed national origin disability, sex, marital status, age, sexual preference or any other protected status covered by Federal and State laws.