

# SOUTHERN ARIZONA AIDS FOUNDATION

## FISCAL GRANTS MANAGER JOB DESCRIPTION

**Scope of Work:** The Fiscal Grants Manager is responsible for processing grant and contract billings and managing the oversight of the financial aspects of the billings, including but not limited to, communication with funders, site visits, budget modifications, and compliance. The Fiscal Grants Manager serves as a strategic business partner within the finance team responsible for providing financial analysis, planning, forecasting, and reporting while collaborating with the Director of Finance and other department managers/Directors. The Fiscal Grants Manager position is a full time, no more than 40 hours/work week non-exempt position.

- Work with program staff and finance team to complete, review, and submit monthly billings
- Work with program managers/directors on budget monitoring, reporting, and processing allocation changes and reclassifications
- Perform various operational accounting tasks, including but not limited to, check request and credit card request review and approval, distribution code updates, and adjusting journal entries.
- Ensure accurate and timely grant accounting services and reporting
- Monitor accounts receivable balances and follow up with funders for collections
- Maintain and report on the monthly activity for temporarily restricted funds
- Conduct reconciliations of program records and reports to financial accounting records
- Collect, research, analyze and report various financial data as needed
- Communicate with funders regarding billing inquiries, backup documents, and site visits
- Maintain and update quarterly expense allocations
- Attend planning meetings with program staff and management
- Provide training to staff on various financial matters including a general understanding of finance, budgets, coding and check requests
- Assist in the preparation of work papers for annual audit
- Act as support to the Director of Finance in providing guidance and support to the finance team and agency staff members
- Work with Director of Finance to review and analyze finance processes, policies and procedures for enhanced efficiency and effectiveness
- Perform other duties as assigned
- Report to the Director of Finance

### **Minimum Qualifications:**

- 3 years preparing or managing billings or budgets for grants, contracts, or progress projects
- Demonstrated success performing fiscally related grant processes (billings, adjustments, budget modifications, projections, reporting)
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify and resolve problems and coordinate efforts with other staff members.
- Strong attention to detail and ability to see correlations between specific transactions and summary reports.
- Ability to identify and correct errors / omissions through a review of accounting ledgers, balances and summary reports.
- Advanced proficiency in Microsoft Word and Excel
- Positive attitude, solution-oriented and willingness to collaborate with team members and agency staff to identify issues and develop solutions.
- Have access to reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

### **Preferred Qualifications:**

- Bachelor's Degree in Accounting, Finance, Business, or related field.
- 3 years as a grant specialist, contract manager, billing preparer, or equivalent.
- Experience working in a nonprofit organization
- Experience with Abila Accounting Software.
- Self-motivator who can work autonomously.
- Effective oral and written communication skills.

**Compensation:** Minimum salary \$26.00/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To Apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start Date:** As soon as possible.