



## **ANNOUNCEMENT: JOB OPENING**

### **Grants Analyst San Francisco, CA**

**Futures Without Violence** is a national non-profit social change organization that works to end violence against women and children here in the United States and around the world. We are a team of educators, strategists, fundraisers, trainers and grassroots organizers who develop programs that change social norms, advance policy, and mobilize people to prevent and one day end violence in our homes, communities and nations. Our headquarters is located in a state of the art training center in San Francisco's Presidio with offices in Washington, D.C. and Boston.

#### **POSITION SUMMARY:**

Grants Analyst operates under the direction of the CFO and Grants and Compliance Administrator, and in close collaboration with finance and program staff. The incumbent coordinates post-award grant management functions, including account setup, invoicing, and financial reporting.

#### **JOB RESPONSIBILITIES:**

The primary functions of the Grants Analyst include:

- Establish grants and accounts setup in financial system for effective expenditure tracking and reporting
- Maintain grants master list and various operational systems with account information
- Inform, track program and finance staff of new grant award and account information and reporting due dates
- Perform indirect cost and communication service center charge allocations for month-end close process
- Generate sponsored project invoices for reimbursement by sponsors and perform federal cash drawdown
- Work closely with program staff on federal grant sponsored post-conference reporting and GL reconciliation
- Monitor grant expenditures and ensure proper documentation for sponsor approval or notification is obtained
- Draft quarterly and final federal financial reports in accordance with grant requirements
- Coordinate grant closeout process with departments and finance staff to ensure timely spending and report submission
- Collaborate on new financial and/or operational tool evaluation and implementation
- Keeps abreast of all regulatory compliance and other related requirements
- Review vendor agreements for compliance, consistency, and funding availability ready for execution



- Serve as back up for payroll process
- Other duties as assigned

**EDUCATION, EXPERIENCE & SKILLS:**

- A Bachelor's degree in accounting, finance, business or a related field desired
- A minimum of 3 years of grant/fund accounting as well as general accounting, compliance experience
- Maintain a working knowledge of and assist in the interpretation of federal grant circulars including Uniform Guide, A-133, and organizational accounting policies and procedures
- Ability to interpret contracts, requirements, policies and procedures relating to grants, applicable laws, rules, and regulations
- Strong analytical and problem-solving skills
- Excellent communication skills
- Ability to multi-task, prioritize appropriately
- Ability to work collaboratively with a wide variety of people, providers, and agencies
- Must demonstrate personal initiative as well as the ability to work well in a team
- Excellent command of office applications including databases, and Microsoft Office Suite (specifically Outlook, Excel and Word)
- Working knowledge of accounting software (e.g. Blackbaud) and university or nonprofit experience desirable

To apply, submit cover letter and resume to: Minjung Kwok, [mkwok@futureswithoutviolence.org](mailto:mkwok@futureswithoutviolence.org)

*Futures Without Violence is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, marital or family status, veteran status, age, national origin, ancestry, religion, disability or medical condition, or any other basis protected by federal, state or local law.*