



## Finance and Grant Manager

*Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.*

**Purpose:** The Accountant and Grant Specialist is responsible for the preparation of monthly financial analysis reports, developing and maintaining department budgets, generating cost reports, and managing the data for grant reporting processes. The successful candidate will play a critical role in managing financial operations and overseeing grant-related activities to ensure the financial sustainability and success of our organization, and will serve as the first point of contact for accounting issues. This position is 40 hours per week with fixed office hours.

**Reports to:** Administration and Operations Director

**Starting Pay:** Salary depends on experience

### Duties & Responsibilities:

- Apply accounting principles to prepare financial reports (GAAP knowledge)
- Maintains and enforces a documented system of accounting policies and procedures
- Compile Financial Statements and analyze financial data and ensure financial compliance
- Prepare accounting related entries to numerous registers, journals, and logs
- Gathering and reporting documentation for all monthly/quarterly State and Federal grant invoices
- Gathering and acquiring data for Florida statistics for outcomes and measurements for sex trafficking victims
- Track proposal process and create and maintain written documentation of State and Federal grant related policies and procedures
- Perform month-end and year-end closings, record journal entries, tax returns, budgeting, forecasting and bank reconciliations
- Follow and/or establish accounting processes
- Identify gaps in processes/procedures and establish policies.
- Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry
- Perform monthly bank settlements
- Regularly maintain detailed reconciliations of all balance sheet accounts
- Provide detailed analyses and explanations of all transactions
- Manage outsourced functions
- Track financial goals for the year, quarter, month, and week to ensure financial

sustainability

- Manage incoming funds: Update Kindful with offline transactions (including Venmo, Facebook, amazon smile, checks)
- Manage yearly tax summaries to donors via Kindful
- Prepare documentation for external auditors
- Prepare Financials to present to Board of Directors
- Other duties as assigned.

**Required Skill sets:**

Financial record keeping  
Financial Reporting  
Daily Financial Operations  
Budgeting and Forecasting  
Accounts Payable  
Accounts Receivable  
Bank Reconciliation  
Tax Compliance  
Financial Analysis  
Audit Support  
Compliance  
Risk Management  
Grant Proposal Development  
Grant Compliance  
Grant Budgeting  
Grant Reporting  
Relationship Management

**Education and/or Experience**

- Bachelor's degree in relevant field
- Able to read and understand technical forms and financial reports
- CPA or CMA certification is a plus
- Proven experience in financial management and analysis
- Strong knowledge of financial regulations and compliance
- Proficiency in financial software and tools
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence
- Demonstrated success in grant writing and securing grants from foundations, government agencies, and other sources.



- 3 years experience in accounting or related field required
- Strong research and analytical skills
- Proficient in Word, Excel, google drive, google calendar, and other apps
- Ability to work in a collaborative, fast-paced environment
- Excellent writing and communication skills
- Ability to manage multiple projects simultaneously
- Detail oriented and highly organized
- Willingness to establish and maintain effective working relationships
- Clean driving record, preferred

#### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

#### **Work Environment:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Created Gainesville is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- Created Gainesville encourages applicants from candidates of all backgrounds and experiences.
- Created Gainesville is committed to providing reasonable accommodations for individuals due to a disability.