



Job Title	Finance & Grants Manager
Department	Finance
Date Created/Revised	March 15, 2024
Starting Salary	\$62,000 - \$75,000
Position Type & FLSA	Full Time, Exempt

Description of Work

As the Finance & Grants Manager you will hold a pivotal role in orchestrating the financial and grant management of the organization's programs. This role is responsible for supporting accounting and/or budgeting, applying knowledge of the theory and practice of recording, classifying, and thoroughly analyzing financial data and transactions. The individual will work collaboratively across the organization to ensure compliance with ECHO's internal policies and procedures, as well as grantor & donor regulations.

Position Summary

This position is responsible for overseeing the organization's grant fulfillment, financial reporting, and regulatory compliance, primarily focused on managing program disbursements. It requires seamless coordination between the finance department and other organizational units while creating relevant reports for various departments. Individual must be able to provide compliance and finance support, operations, and program staff throughout the organization.

Essential Functions

- Audit timesheets to track employee hours to support payroll, benefit allocations and grant reporting.
- Prepare Timesheet allocation and summary.
- Prepare Wages, Taxes, Cell Phone Expenses for monthly Journal Entries in QuickBooks.
- Creates Grant invoices in QuickBooks.
- Prepare monthly grant expenditures reports.
- Prepares the Grant Invoices to City/HUD and other Funding Sources with assistance from Senior Accountant and submits timely to the grantor.
- Update Grant Tracking Spreadsheet.
- Create/maintain comprehensive grant reporting calendar for all agency grants.
- Retain grant files provided by the Grants Manager, including budgets, revisions, amendments, grant contracts and agreements for fiscal purposes.
- Submit Financial reporting to Grants Manager as requested.
- Create/update grant folders with contracts for the Finance Department.
- Maintain DRGR Navigation and eLOCCS log in.
- Maintain document for logins for all grant sites.

- Mail Pickup as back up for Accounting Specialist.
- Assist with Annual audit - including gathering grant and invoice copies.
- Act as backup for Accounting Specialist as needed.
- Support budget development, grant proposals, and ensure compliance throughout grant lifecycles.
- Collaborate with department leads to provide training on grant policies ensuring compliance to mitigate financial risks.
- Attend all weekly and All staff meetings as required by the Director of Finance.
- Other duties as assigned by Director of Finance.

Supervisory Responsibility None

Work Environment

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes.

Physical Demands

This is a largely sedentary role, however some filing and assistance with movement of furniture may occur. This would require the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type and Expected Hours of Works

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

- Three years of accounting & grant management experience preferred
- Proficiency in QuickBooks
- Intermediate proficiency in MS Office
- Proficiency in EXCEL and developing reports

Preferred Education and Experience

- Bachelor's degree preferred (with some accounting knowledge)
- Non-profit accounting experience
- Proficiency in Adobe Pro DC

Additional Eligibility Qualifications

- Engages in ethical conduct
- Understands financial management
- Performs work in a thorough manner
- Ability to analyze, develop and implement solutions to problems
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively with all levels

- Detail-oriented with good organizational skills and the ability to set priorities to meet deadlines on schedule
- Excellent writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity

ECHO Core Mission Values: Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

Equal Opportunity: ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age. Women, minorities, veterans, and people with lived experience of homelessness are encouraged to apply.

Position Type and Expected Hours of Works:

This is an exempt full-time position working 40 hours a week; typical work days are Monday through Friday. Agency meetings occur on business days between the hours of 8:00 AM and 5:00 PM (Central Standard Time). Occasional evening and weekend work may be required as job duties demand. A high degree of flexibility can be anticipated by ECHO staff when conducting most independent and/or administrative work. Some travel is expected for this position both locally and to national conferences.

Compensation and Benefits:

ECHO offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 8 paid holidays, 4 paid work/life wellness days and opportunities for educational and professional development.

Diversity, Equity, Inclusion & Belonging Statement:

The Ending Community Homelessness Coalition (ECHO) values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family accessing the Homelessness Response System. These values are essential to our mission focused on leading and aligning a coalition to administer an effective Homelessness Response System, centered in racial equity, informed by the needs and expertise of people experiencing homelessness, and accountable to systemically marginalized communities. We welcome all. ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

To Apply:

Interested candidates please submit a resume and cover letter Catherinegonzalez@austinecho.org and Tonyathomas@austinecho.org