



## JOB DESCRIPTION

**POSITION TITLE:** Finance, Operations, Grant Administrator

**JOB RELATIONSHIPS:**

Reports to: CEO  
Supervised by: CEO  
Personnel supervised: N/A  
Classification: Exempt (Full-time)  
Interrelationships: Department of Family and Protective Services staff, law enforcement staff, Presbyterian Hospital-Rockwall and SANE Coordinator, Rockwall County District Attorney's Office, community agencies, volunteers, CAC-TX, and Children's Advocacy Center for Rockwall County staff.

**Summary:**

The Finance-Operations-Grant Administrator provides support services for the organization, ensures compliance with financial reporting requirements, coordinates financial reporting and requests for reimbursement for multiple grants and contracts, and assists with oversight of facility operations. Assists in preparation, implementation, monitoring, management and reporting for multiple grants. This role contributes valuable services before grant awarding, during fulfillment, and beyond; resulting in an exceptional grant maker experience and advancement of our mission. Will monitor grant deliverables, including oversight of spend down, and assistance with presentation-ready internal and external reports.

**Job Duties & Essential Functions:**

- Prepare reports of all revenue sources and all in-kind sources
- Prepare invoices for approval
- Reconcile bills against invoices and budget, and prepare monthly billings for all funding sources
- Prepare monthly financial statements including monthly budget to actual reports
- Coordinate issuance of annual financial statements, including but not limited to annual budget and cost allocation plan
- Assist in preparation of grant applications, and budgets as needed
- Help prepare financial and facility related reports for monthly board meetings and agency audits
- Attend and participate in staff meetings, finance meetings, and other functions as needed
- Develop, document and refine accounting practices and procedures in keeping up with the most current standards in the field of accounting and in accordance with state and federal regulations
- Assist with grant proposals including budget development, implementation plan, and outcomes/deliverables
- Provide grant related monitoring and reporting
- Develop, monitor, and maintain internal records and systems to support program management
- Monitor grant specific spending, budget reporting, including forecasting and variance reports
- Coordinate with internal stakeholders to monitor progress and results
- Respond to direct inquiries from donors and other with the highest level of accuracy, timeliness, and professionalism.
- Develop working relationships with program officers and other grant representatives in collaboration with CACRC staff.
- Monitor program progress and assist with stewardship

- Develop timely, accurate and compelling program reports that communicate impact, results and comply with donor reporting requirements
- Perform job duties in accordance with approved agency policies and procedures

**RESPONSIBILITIES:**

**Experience in non-profit grants, bookkeeping and finance.**

- Accounts Receivable - handles invoicing, coding, collection and reconciliation of money owed to agency
- Accounts Payable – handles payment, coding and reconciliation of monies due to vendors
- Grants Receivable – handles monthly billings, coding, payments and reconciliation of grant records for multiple funding sources
- Bookkeeping – codes revenues and expenses, handles month-end activities to include general journal entries, bank reconciliation, fundraising, balance sheet reconciliation and external reporting reconciliation
- Benefits/HR – assists with new hire benefits processing, paperwork, timekeeping and HR records
- Cash Flow – monitors cash inflow and outflow to anticipate routine cash needs
- Budget – monitors appropriate use of funds related to budget & assists in developing budget
- Financial reporting – generates financial and grant reports for use by Executive Director
- Audit preparation – coordinates and prepares fiscal documentation for grantors and annual audits
- Administrative - insures all fiscal, personnel, contracts and insurance records are complete, current
- Assists with annual review and adherence to records retention policy

**Other duties as assigned.**

**Knowledge/Skills/Abilities:**

- 3 years experience in Financial Management and Grants administration or related experience
- Proficiency with Microsoft Office Suite (Word, Excel and PowerPoint)
- Must be able to perform advanced administrative and accounting duties.
- Ability to maintain confidentiality and present in a positive, professional manner
- Proficiency with Quickbooks Online
- Bachelor's Degree; Masters degree preferred
- Experience with nonprofit financial management
- Ability to be organized, detail oriented, and self-prioritize.
- Strong interpersonal and communication skills.
- Customer service oriented
- Team player who takes initiative.

**Minimum Qualifications:**

- Must be willing to be trained and receive ongoing training related to the position or industry.
- Must be proficient in Microsoft Office
- Bi-lingual abilities in both English and Spanish language, preferred.
- Must pass criminal and civil background check.

**Physical Requirements:**

Ability to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Ability to grasp, push, pull objects and reach overhead. Ability to operate a telephone and computer. Ability to lift up to 20 lbs. Moderate independent travel by private auto required.

## **Job Posting**

### **Finance, Operations, Grant Administrator**

The Children's Advocacy Center for Rockwall County is a non-profit organization that provides a collaborative response to assist in the investigation of severe child abuse cases. We provide support and services to children that have become a victim of abuse and their non-offending family members. We provide a child-friendly environment in which to offer intervention, hope and healing.

This role focuses on finance, grant, and operations management of the Children's Advocacy Center for Rockwall County. We work diligently to steward grants and financial gifts appropriately. The ideal candidate will have prior non-profit experience, and have strong organizational skills, exhibit a professional demeanor, and have a high degree of professional ethics. Minimal travel is required.

Job Description is attached. If you have the qualifications outlined, and are interested in applying for this position, please send a cover letter and resume to: [Applicant@rockwallcac.org](mailto:Applicant@rockwallcac.org)

The Children's Advocacy Center for Rockwall County is an Equal Opportunity Employer.