

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : GRANTS MANAGER
GRADE : 14
FLSA STATUS : Exempt
REPORT TO : Director of Finance
SUPERVISES : N/A

INTRODUCTION

The Grants Manager reviews the work of the Accounts Payable and Accounts Receivable Specialist, the Payroll Specialist, and the Accounting Specialists, coordinates and performs professional level accounting work involving budgeting, financial reporting, cash management, internal controls and analysis of financial statements and reports.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have strong oral and writing skills.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. Other duties may be assigned:

1. Analyze financial information to prepare external and internal financial reports.

2. Prepare, monitor and control budgets to ensure compliance and fiscal integrity.
3. Analyze and approve all expenditures for compliance in accordance with terms of contracts and applicable rules and regulations.
4. Assist with cash management requirements to ensure adequate cash flow and control.
5. Assist with the preparation of accounting work papers and reports for audits.
6. Assist with grant reconciliation for compliance in accordance with terms of grants and contracts and applicable regulations.
7. Assist with enforcement of fiscal policies and procedures.
8. Assist the Director of Finance with day-to-day fiscal operations.
9. May be assigned to cover the position of Director of Finance in his/her absence.
10. Attend meetings such as, but not limited to, Head Start Executive Management Team, Policy Council, Board of Directors, and Finance Committee of the Board in order to provide information on budgeting and financial status.
11. All other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A high school diploma required. An associate's degree from an accredited college with a concentration in accounting, finance or business preferred.

EXPERIENCE

Minimum two years of experience in professional level accounting with one year of audit and/or nonprofit grants management experience preferred.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Proficient in Ms Excel, Word, Access, PowerPoint
- Strong analytical skills
- Quick to grasp and implement government regulations and contracts.

- Ability to write clear and effective reports, letters, memos, etc.
- Ability to analyze problems and events and then develop and implement effective solutions.
- Knowledge of fund accounting.
- Possession of a valid driver’s license and access to an automobile preferred.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of Report Writer
- Experience in public accounting.
- Ability to communicate and work effectively with people of diverse social, economic, and racial backgrounds.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting			X
Walking/standing		X	
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)		X	
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)	X		
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island		X	
Travel - long distance (mainland, international)		X	
Use standard office equipment (including PC keyboard)			X