



Fiscal Grants Analyst **Full-time**

Responsibilities:

Under general supervision, oversees Child360's grant funded programs. Working within a team environment, the Fiscal Grants Analyst assists in monitoring and management of these programs to ensure fiscal and reporting compliance with all grant requirements. This includes tracking progress towards financial performance measures to ensure goals are met. The Fiscal Grants Analyst will also work with the department Directors and Supervisors to provide fiscal support in developing budgets, tracking actual expenditures and forecasting financial results.

Essential Functions:

Service Goal:

Consistently promotes and models courteous Child360/community service in a prompt and efficient manner. Maintains positive relationships with all Child360 internal and external contacts through professional honest interaction. Responds to requests quickly and professionally recognizing that a request serves an organization and/or community need.

Child360 Vision:

Supports our mission of Educational Justice: Every child will succeed in school and life.

Child360 Mission:

Supports our mission of providing advanced early education program quality and capacity by supporting the development of the whole child, growing a qualified and diverse workforce, and strengthening family engagement. Creates and sustains strategic partnerships and advocates for policies that promote access and program excellence.

Daily Tasks:

- Assisting in managing the fiscal and reporting requirements of Child360's existing and new grant funded programs ensuring fiscal and reporting compliance by following all guidelines and funder requirements set forth in grant agreement
- Assist in developing and managing grants/project budgets; and ensuring the completion of all narrative and financial reports to funders and internal staff in cooperation with the grant Advancement, Business Development and Program Directors
- Providing financial assistance to current and new providers to ensure completion of all budgeting and reporting requirements
- Working to ensure integrated and comprehensive management of all aspects of grant funded programs/projects
- Reviewing, approving and tracking all reimbursements/disbursements in accordance with contractual guidelines
- Assist in developing and implementing fiscal grants administration policies and standard operating procedures, in collaboration with other staff members and grantees
- Assessing current systems and processes for efficiency and effectiveness in collaboration with other staff members, as they relate to the fiscal management of grants

- Working with staff to develop and review all budgets and cost proposals before submission to grantor/funding agency.
- Support Finance Manager position by completing required monthly and/or quarterly reporting
- Assist with development and tracking of the full year organizational budget
- Assisting with month-end and year-end close process

Physical Duties

- Work is primarily sedentary in nature, no special demands are required. May be expected to lift boxes up to 25 lbs. May require some evenings and/or weekends.
- Will be expected up to travel 5% of the time locally if needed

Other Duties

- Other duties as assigned

Safety Practices

- Adheres to Child360 general safety practices and any unique safety practices for the department and/or building

Knowledge and Skills Requirements:

Knowledge:

- Strong budget, fiscal, analytical, project management skills, and compliance experience
- Grant management experience preferred
- Experience with creating budgets and budget narratives from scratch for grant proposals
- Strong written, communication, and interpersonal skills
- Highly skilled in Excel (Pivot tables, VLookups, Etc.)
- Knowledge of accounting basics
- Knowledge of OMB Circulars (Preferred)

Requirements / Skills:

- Strong project management, technology, analytical and communications skills.
- Ability to work independently, while connecting tasks to broader project/organizational goals.
- Team player and collaborator with a strong work ethic.
- Detailed oriented
- Highly organized, adaptable to change, dedicated, and mission-focused.
- Ability to translate ideas and concepts into financial scenarios

Preferred Experience: 2-5 years

Formal Education: Bachelor's Degree in Finance, Accounting or Public Administration required
We are an Equal Opportunity Employer

Language proficiency: Proficient knowledge of English grammar required

How to apply: Please submit your cover letter and resume to dgardiner@child360.org

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