Grants Manager

Job Summary:
The Grants Manager will provide administrative oversight for the Starting Point’s work as a financial intermediary, including receiving, assessing, tracking, payment, and documenting all inquiries for assigned programs. Duties will include documenting payments and expenditures, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, managing financial and programmatic databases, educating staff on policies, and preparing financial reports.

Duties/Responsibilities:
• Creating and optimizing the grant administration processes.
• Managing timelines and deliverables.
• Preparing and monitoring budgets.
• Reviewing applications for financial support and ensuring compliance with established guidelines.
• Performs general accounting and other related duties for the organization.
• Oversees standard terms and conditions for grant award letters and agreements.
• Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
• Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
• Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
• Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
• Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
• Files tax forms with federal, state, and local government agencies.
• Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
• Manages the purchasing and invoicing system.
• Maintains knowledge of acceptable accounting practices and procedures.
• Performs other related duties as assigned.

Required Skills/Abilities:
• Excellent verbal and written communication skills.
• Excellent organizational skills and attention to detail.
• Demonstrated project management abilities.
• Knowledge of general financial accounting and cost accounting.
• Understanding of and the ability to adhere to generally accepted accounting principles.
• Ability to correctly prepare tax reports.
• Proficient with Microsoft Office Suite or similar software, and accounting software.
Education and Experience:
- Bachelor’s degree in Business Administration, Accounting, or related field, required.
- At least three years of related experience is required.

Physical Requirements:
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.