Grants Finance Manager

ABOUT US: Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning. Isles provides a wide range of services to the community and is organized into 4 main Service Areas -- Energy and Environmental Health, Community Planning, Workforce Development and Isles Youth Services.

WHAT IT'S LIKE TO WORK FOR ISLES: Isles strives to provide impactful programs, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our team consists of 100 employees, plus a corps of volunteers and an engaged Board of Directors.

POSITION OVERVIEW: Isles' Finance Team is responsible for all aspects of the financial management of the organization and supports all strategic and programmatic matters as they relate to accounting, audits, fiscal/grant compliance and oversight, payroll, budget management, and financial analysis and forecasting.

The Grants Financial Manager reports directly to the Director of Finance and will also work closely with the Managing Director of Energy and Environmental Health Service for the development of appropriate policies and systems to manage grant activity and reporting and will help ensure integrity of all financial transactions and reporting in the context of grant awards.

The Grants Financial Manager has primary day-to-day responsibility for financial management and oversight of a grant portfolio consisting of some of Isles' largest and most complex awards. Working with the Managing Directors and Directors of multiple Service Areas, this includes preparing and submitting financial reports, analyzing allocable expenses and formulating projections, revising grant budgets and ensuring compliance with all funder requirements and policies, including 2 CFR 200 for Federal Awards.

WHO WILL BE SUCCESSFUL: The people who thrive in this position are highly organized and detailed-oriented. They are responsible, results-driven, flexible, and self-directed with exceptional communication skills , who also works well in a team.

RESPONSIBILITIES:

Supervision and Oversight:

Oversee and monitor the complete life cycle of local and national government and private foundation grants, including but not limited to: managing grant reporting deadlines, monitoring

the budget and spending status of assigned grants, and ensuring requirements for monitoring and financial reporting are met for all federally-funded grant programs as required by 2 CFR Part 200.
Prepare and manage grant budgets and initiate requests and provide information for budget revisions or amendment requests.
Initiate financial reports for assigned grants. Assist with financial oversight and management of grant award funding and participate in communications with funders related to grant reporting, deadlines or issues.
Prepare, complete, submit and ensure accuracy and timeliness of all financial and close-out reports in assigned grant portfolio,
Review financial transactions allocated to grant awards to ensure reasonableness, consistent treatment, and availability of funds. Analyze and monitor projects' fund and cash balances to keep project team informed of status.
In collaboration with Program Staff, Senior Accountants and/or Managing Directors, determine financial charges that are allocable to the grant award. Ensure correct allocation of salaries charged to projects.
Participate in regular meetings with Service Area staff and others to determine proper accounting of grant funds and necessary reporting requirements.
Build relationships and serve as a liaison with government agencies, private funders, and internal Service Areas funded by public and private grants.
Work with Director of Finance to ensure appropriate internal controls for all contracts and grants management function.
Other duties as may reasonably be assigned by the CFO to support the financial and grant management functions.

QUALIFICATIONS

BA degree in business administration, nonprofit financial management, economics, public administration, or accounting OR 3+ years of experience managing grants or nonprofit finances.
Working knowledge of relevant regulations and requirements to meet government and grantee regulations and reporting requirements for grant financial activities.
Experience in preparing reports for submission to funders and/or management, preparing regular budget reports, and conducting variance and other financial analyses.
Ability to interpret and apply grantee policies to reporting.
Ability to understand, analyze and interpret financial information in varying formats (including general ledgers) and complete required reports.
Strong ability to organize workload when faced with competing priorities and to complete work assignments on a timely basis.
Excellent attention to detail and accuracy in work product.
Demonstrated ability to maintain high level of confidentiality and professionalism.
Excellent interpersonal, communication, and organizational skills.
Ability to work both independently and collaboratively in a team environment.

Proficiency with accounting/financial software, (preferably -- MIP fund accounting system and Microix) spreadsheets and data management systems required.
Ability to learn state and federal financial reporting web-based applications.
Proficiency in Microsoft Word, PowerPoint, Excel, Outlook desktop and cloud applications.
Outstanding time management and organizational skills.

Ambition and Vision - ability to solve problems, take initiative, be proactive, and come up with your own list of projects and priorities; a wide degree of creativity and latitude; self-motivated.

Mission-Related Knowledge - Passion for Isles' mission, especially related to energy, mobility and community environmental health.

Positive Workstyle - Ability to work with a positive and professional attitude; ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail.

POSITION DETAILS:

Hours: Exempt, 40 hour/week position. Flexible hours based on agreement with Supervisor. Generally 9:00am to 5:00am Monday through Friday with an occasional evening/weekend event or emergency call after-hours.

Type: This position may be remote, hybrid or in-office, depending upon applicant location. Only US based candidates may apply.

Salary Range: $60,000-$70,000 per year (DOE), including comprehensive system of benefits (health, dental, vision, life insurance, HSA, and .

Please send a cover letter, resume and recent writing sample to hr@isles.org**. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**