



EDIC EMPLOYMENT OPPORTUNITY

TITLE: Grants and Budget Assistant Manager

JOB POSTING: # 15-14

EMPLOYMENT STATUS: EDIC

POSTING DATE: 4/17/14

DIVISION/DEPT: BUDGET & FINANCE/ADMINISTRATION & FINANCE

**This job posting will remain posted for 10 working days before a hiring recommendation can be made*.*

SUMMARY OF RESPONSIBILITIES: Under direction of the Grant and Budget Manager prepare annual budgets for 501 (c) 3 (Friends of Youth Opportunity Boston (FYOB) and WRITE Boston and assist in their annual Audits and Tax Filings. Process invoices for payment by grant funding sources; approve budget and budget revisions and maintain and update documentation of all transactions.

GENERAL DUTIES AND RESPONSIBILITIES:

On a weekly basis review invoices, payment requests and other items associated with the 501 (c) 3.

Prepare necessary tax return information for outside auditor at year end to timely file 501 (c) 3 tax returns with necessary detail.

Assist in audit preparation for federal, state, city and internal audits for all Jobs and Community Services (JCS) funding sources.

Assist Grant and Budget Manager in preparation of all the budgets for Jobs and Community Services (JCS) and as assigned assist Manager with monthly/quarterly performance review of budgets to actuals for all funding sources.

Generate and review monthly JCS performance reports to monitor actual expenditures and revenues against budget. Analyze budget variances and grant income statement reports. Discuss department performance and spending patterns with supervisor; recommend adjustments for future.

Prepare various revenue grant billings for numerous federal, state and private funding sources. Generate expenditure reports to submit periodic billings. Maintain schedule of billing deadlines; ensure accurate receipts and files.

Review, check and verify contract invoices for payment by grant funding sources. Check accuracy of documentation, adherence to contract terms and conditions, adherence to funding source requirements, and ensure accuracy and timeliness of payment. Process approved invoices for payment.

Maintain ledgers and journals of reported expenditures. Reconcile daily, weekly, monthly and quarterly, initiating appropriate adjustments. Provide and reconcile cash disbursements to funding sources.

Provide training in conjunction with department staff to sub-contractors and Contract Administrators on grant budgets and fiscal policies and procedures.

Approve all service-provider, sub-contractor budgets and budget revisions.

Conduct CBO site visits for Compliance testing and fiscal monitoring

Assist the Budget and Grants Manager in posting and recording daily cash receipts. Maintain grant revenue and expenditure reports on a monthly basis. Maintain spreadsheet files by fiscal year for CBO cash expenditures and disbursements. Prepare forms for transactions relating to contract payments. Provide information to auditors as requested.

KNOWLEDGE AND EXPERIENCE:

Work requires completion of a Bachelor's Degree in Accounting, Business Administration or equivalent experience including bookkeeping courses, plus a minimum of one year of accounts payable experience preferably in public sector accounting. Ability to use office software and automated accounting modules is required.

GRADE: 18

HIRING RANGE: \$50,453 – 60,651

To Apply:

**Submit resume to: BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114.
E-Mail: hr.BRA@cityofBoston.gov
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BOSTON RESIDENCY REQUIRED ON DATE OF HIRE