

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB DESCRIPTION

Position Title: Grants Management Specialist - Accounting/Financial, Preferred Communities Program
Department: Refugee Resettlement and Integration
Division: Community Integration Programs
Reports to: Director, Grants Management and Compliance
Status: Full-Time/Exempt
Location: Arlington, Virginia

ABOUT ECDC: ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 59,000 refugees from countries around the world via its affiliates and branch offices.

JOB SUMMARY: The position sits within ECDC's headquarters, Refugee Resettlement and Integration (RRI) department, which helps manage the Matching Grant (MG) and Preferred Communities (PC) programs within its Community Integration Programs (CIP) division. These programs serve refugees, asylees, SIVs and other types of newcomers across over 20 affiliates in the U.S. The overall objectives of the position include tracking and reviewing affiliates program spending and ensuring that spending is per aligned with the approved budget and in accordance with the Office of Refugee Resettlement (ORR)'s program guidelines and financial policies. This position serves as the interface between the national PC team, ECDC affiliates and branch offices and works closely with ECDC's headquarters finance department.

KEY RESPONSIBILITIES

Headquarters and Affiliate Support

- Ensures ECDC affiliates meet contract agreement requirements, including submitting affiliate federal expense reports and supporting documents.
- Works collaboratively with ECDC program staff to review and approve affiliate monthly financial reports; and prepares and submits internal reimbursement fund requests.
- Assures appropriate explanations for discrepancies on affiliates' budget versus actual monthly expenditure reports and notifies ECDC program staff and affiliates of any financial issues in a timely manner.
- Contacts and works closely with affiliates to resolve any finance-related issues and follows up to ensure they are resolved in a timely manner.
- Tracks and maintains records and communications related to federal award financial/accounting data, per funder and ECDC requirements.
- Maintains up-to-date and accurate affiliate financial records and communications on approved budget, expenditures and remaining balance.
- In collaboration with ECDC program staff and affiliates, works on program budget development, budget line-item realignments and budget revisions when necessary and with the approval of the supervisor.

- Monitors the status of affiliates' year-to-date expenditures and works with the supervisors and integration on requesting budget carryover request.
- Works with ECDC staff to track and submit financial data for funder and internal reports and information requests.
- Works with ECDC's external Auditor to provide support in preparation for audits and any other finance-related requests regarding the PC program.
- In collaboration with ECDC finance and program staff and affiliates, ensures the completion of financial/accounting processes for the entire life cycle of federal grants.

Training

- Participates in a collaborative effort with ECDC program staff and ECDC Finance department to develop training, refine policies and procedures related to grant awards spending, tracking, documentation and reporting.
- Completes training as required and incorporates training received into daily work.
- Provides training (informal or formal) and assistance of affiliate requirements.
- Handles other assignments as requested.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree or Certificate in Accounting, Finance or equivalent work experience in grants management.
- Course work in government and/or nonprofit accounting and/or cost accounting for ongoing projects.
- Knowledge of accounting procedures, financial management and analysis.
- Exposure to or working knowledge of cost principles and allowable costs as promulgated in The Uniform Guidance (2 CFR part 200) as published by the Office of Management and Budget (OMB) is highly desirable.
- Demonstrated training experience when dealing with federal funds and recipients.
- Ability to work with minimal direction to initiate activities and identify organizational needs related to responsibilities.
- Ability to research, interpret and apply related Code of Federal Regulations (CFR) applicable to grants and cooperative agreements administered by ECDC, highly desired but not required.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior financial/accounting and analytical skills, attention to detail, and strong work ethic.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Microsoft Outlook, Excel, Access, Word and accounting software packages.

SALARY

ECDC provides a competitive annual salary for this position commensurate with experience and ranges between \$68,000 - \$70,000.

ECDC Benefits Packages

- Medical, dental, and vision insurance available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years' salary for full-time employees at no cost to employees.

- Short- and long-term disability insurance; including workmen's compensation at no cost to employees.
- Generous 403b retirement plan after a new employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years).
- 10 Sick days per year.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to hr@ecdCUS.org No telephone inquiries, please.

Only qualified candidates will be contacted.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER