

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

JOB DESCRIPTION

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

JOB Summary: This position tracks and reviews ECDC affiliates' program spending and ensures that spending is per the approved budget and in accordance with the Office of Refugee Resettlement (ORR)'s program guidelines and finance policies. This position serves as the interface between the program staff, ECDC affiliates, and branch offices and works closely with the ECDC finance department. Handles other assignments as requested.

KEY RESPONSIBILITIES

Headquarters and Affiliate Support

- Ensures ECDC affiliates meet contract agreement requirements, including the submission of federal expense reports and supporting documents in a timely manner.
- Works collaboratively with ECDC program officers to review and approve affiliate monthly financial reports; and prepares and submits reimbursement invoices.
- Assures appropriate explanations for discrepancies in affiliates' budget versus monthly expenditure reports and notifies ECDC program staff of any financial issues in a timely manner.
- Works closely with affiliates to resolve any finance expense and reporting issues and follow up to ensure they are resolved in a timely manner.
- Maintains up-to-date and accurate affiliate financial records 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 Associate Director.
- 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 PC program staff and affiliates, ensures the completion of the financial closeout process for the PC grants.

Training

- Assists in developing finance-related training, and refining policies and procedures related to grant awards spending, tracking, documentation, and reporting.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree or Certificate in Accounting, Finance, or equivalent work experience in grants management.
- Coursework in cost accounting or government accounting.
- Knowledge of accounting procedures, financial management, and analysis.
- 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.

- 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 analytical skills, attention to detail, and strong work ethic.
- Ability to maintain the 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.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.
- Must pass a background check.

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

BENEFITS. ECDC offers an excellent benefits package that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national holidays.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; (3) three professional references; and (4) salary requirements via email to hr@ecdcus.org

No telephone inquiries, please. Only qualified candidates will be contacted.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER