

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

JOB ANNOUNCEMENT

Position Title: Grants Management Specialist, R&P
Department: Finance
Division: **Grants Management**
Reports to: Grant Manager
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The Grants Management Specialist is responsible for ensuring that ECDC's Reception and Placement (R&P) program grant awards comply with contractual agreements signed with the U.S. Department of State, Bureau of Population, Refugees and Migration (PRM) and the Uniform Guidance (2 CFR 200). This position supports both ECDC and its affiliates achieve financial compliance through monitoring, training, technical assistance and performs other duties as assigned.

KEY RESPONSIBILITIES

Headquarters and Affiliates Support

- Ensures ECDC affiliates meet contractual agreement requirements, including the submission of monthly expense reports and supporting documentation in a timely manner.
- Tracks and monitors contractual requirements and provides technical assistance as needed to ensure sound contractual compliance with Agreement terms and conditions
- Conducts regular programmatic audits to ensure quality in service provision and fulfillment of documentation requirements.
- Works collaboratively with ECDC program staff to review and process affiliates' monthly financial reports, prepares and submits reimbursement invoice.
- Assures appropriate explanations for discrepancies on 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 financial-related issues and follows up to ensure they are resolved in a timely manner.
- Maintains up-to-date and accurate affiliates financial records on approved budget, expenditures and remaining balance.
- In collaboration with ECDC program staff and affiliates, works on program budget line-item realignments and budget revisions when necessary and with the approval of the Associate Director.
- Tracks the status of affiliates' year-to-date expenditures and works with the ECDC program staff on requesting budget carryover, if applicable.
- Ensures that all reports and document are in compliance with the Uniform Guidance (2 CFR 200).
- Ensures that all reports and documents are in support for preparation to audits and any other financial-related material requests regarding the program.
- In collaboration with ECDC program staff and affiliates, ensures the completion of financial closeout process for grants.

Training

- Assists in developing finance related training with ECDC program staff and ECDC Finance department, refine policies and procedures related to grant awards spending, tracking, documentation and reporting.

Job Announcement – Grant Management Specialist

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree or Certificate in Accounting, Finance or equivalent work experience in grants management.
- Course work in cost accounting and/or government accounting.
- Knowledge of accounting procedures, financial management and analysis.
- 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).
- Demonstrated training experience.
- 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 ethics.
- 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.
- 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 that ranges between \$70,000-\$75,000.

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 requirement via email to hr@ecdcus.org

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

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER