

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

JOB DESCRIPTION

Position Title: Grants Management Specialist, Preferred Communities Program
Department: Refugee Resettlement and Integration
Division: Community Integration Programs
Reports to: Associate Director
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 partially manages 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 16 affiliates in the U.S. The overall objectives of the position include tracking and reviewing affiliates program spending and ensuring that spending is per 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 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 the submission of PC federal expense reports and supporting documents.
- Works collaboratively with ECDC PC program staff to review and approve affiliate monthly financial reports; and 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 finance-related issues and follows 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.
- Monitors the status of affiliates' year-to-date expenditures and works with the Associate Director and Director of Refugee Resettlement and integration on requesting budget carryover request.
- 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 program staff and affiliates, ensures the completion of financial closeout process for grants.

Training

- Leads 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.
- 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 cost accounting and/or government accounting
- Knowledge of accounting procedures, financial management and analysis.
- 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.

BENEFITS. ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

TO APPLY. Submit by fax, mail, or 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.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.