Government Grants Analyst

Background: HOPE has a 30+ year track record of successfully transforming lives by empowering New Yorkers living in poverty to achieve economic self-sufficiency through employment and advancement. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of support services, and commitment to lifelong support yields strong results, notably a job placement rate of 76% and retention rates of 93% at 90 days and 83% at one-year.

Based in downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with 50 full time staff and numerous part-time staff, interns and volunteers. Our FY 20 operating budget is approximately $7 million. At HOPE we are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

The Position:
HOPE is seeking a dynamic, energetic professional who is extremely detail oriented, self-driven, skilled at planning, and able to communicate with senior management, program teams and the finance department. This position will report to the Chief Financial and Operating Officer and help ensure the smooth operation and continued improvement of HOPE’s federal, state and local government grants. The primary responsibility of the Grant Analyst is to manage the budgets of a number of government-funded contracts, specifically overseeing the following areas: contract expense reimbursement, budget to actual variance analysis, funder reporting, budget and budget modification, accounts receivable, general ledger reconciliation, and audit preparation.

Essential Functions:
Financial
- Ensure timely delivery of expense and performance reimbursement reports
- Review AR weekly and follow up periodically on outstanding payments; update cash flow projections weekly
- Record revenues received from government contracts s/he manages
- Monitor budget to actual trends and meet with program directors monthly to discuss contract progress
- Monitor contract spending monthly to maximize reimbursement and ensure GL accuracy
- Review payroll allocations and shared OTPS expense allocations monthly
- Prepare contract budgets (pre/post award) as well as budget modifications; assist with annual agency budget
- Maintain government grant financial information including cash receipts, advances, and AR
- Assist with review of monthly financial statements by analyzing and reconciling them with reimbursement claims, ensuring the integrity of information within the General Ledger system

Compliance
- Serve as primary contact for all funder audits, prepare supporting documentation for the annual agency audit
- Monitor, track and inform staff (program, finance and development) of upcoming deadlines and deliverables such as annual, quarterly, and monthly reports as required by funders
- Organize and maintain electronic and paper files of grant documents and resources
- Maintain grant documents and handle all correspondence related to those grant agreements
- Record receipt of grantee reports in grants database; assist with data entry in online databases
- Contribute enhancements and increased efficiencies to the grants’ management processes
- Update internal training guides and procedure manuals for the Finance Team; assist with special projects
Minimum Qualifications:
- Bachelor’s degree in accounting/finance or related field, and two to three years relevant experience.
  Not-for-profit, foundation or government experience or equivalent required
- Possess an understanding of federal, state and city funding and reporting regulations and guidelines
- Excellent attention to detail and ability to manage multiple ongoing tasks
- Excellent written and verbal communication and interpersonal skills
- Proven ability to work independently and take initiative in decision-making and problem-solving
- Demonstrate accuracy and thoroughness with a critical eye for financial details
- Effectively manage competing priorities
- Strong computer skills and proficiency with Microsoft Office and Google Suite; devoted to learning new systems, including Salesforce and FundEZ

The HOPE Program offers a competitive salary and comprehensive benefits package.

For consideration please forward your resume with cover letter to hr@thehopeprogram.org. Please indicate in response which role you are interested in and how you learned of this opportunity. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.