Government Grants Analyst: Full-time

Background:
The HOPE Program is a leader among New York City job training providers, upskilling adult jobseekers (ages 18 - 70) for a broad range of sectors, including a focus on green construction, maintenance, infrastructure and related careers. We work with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse disorders, low educational attainment and more. Our comprehensive approach includes classroom training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature "HOPE for Life" approach, which provides a vital community of support throughout the lives of HOPE graduates’ careers. With measurable outcomes among the strongest in the industry, HOPE’s impact sits at the intersection of COVID-19 recovery, racial justice, and building a more equitable future for New York City. Our work is best described in the words of our graduates, such as Enrique.

The Position:
HOPE is seeking a self-driven professional who is extremely detail oriented, skilled at planning, and able to communicate with senior management, program teams and the finance department. This position will report to the Sr. Finance Manager 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 and performance 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, monitor programmatic performance, and audit preparation.

Responsibilities:
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 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.
Qualifications:
- Bachelor’s degree in accounting/finance or related field, and 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 detail.
- Effectively manage competing priorities.
- Strong computer skills and proficiency with Microsoft Office and Google Suite; devoted to learning new systems, including Salesforce and FundEZ.

Salary/Benefits: Salary will be commensurate with experience and qualifications. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2-day Fridays during summer which is equal to 7.5 additional vacation days); personal and bonus days; and 12 paid holidays.

Interested Candidates: Email cover letter and resume to hr@thehopeprogram.org. No telephone calls, please.

HOPE holds the Better Business Bureau Seal of Approval. Read more about our work at www.thehopeprogram.org.

As the City of New York expands the COVID-19 safety requirement to employees of all contracted organizations, effective November 1, 2021, HOPE employees are required to provide one-time verification of vaccination.

The HOPE Program is an equal opportunity employer.