

THE HOPE PROGRAM

ASSOCIATE BUDGET ANALYST

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 Ramon.](#)

The Position

HOPE is seeking an Associate Budget Analyst who will ensure the smooth operation and continued improvement of HOPE’s performance-based federal, state and local government grants. The position reports to the Government Grants Manager. This is a hybrid position, working out of HOPE’s Downtown Brooklyn location at 1 Smith Street.

Responsibilities

The Associate Budget Analyst for Grant reporting will support compliance requirements for government grants:

- Ensure timely delivery of expense and performance reimbursement reports and supporting documentation.
- Prepare, analyze and reconcile monthly analysis of grant expenses and spending levels.
- Assist in monitoring and tracking upcoming deadlines and deliverables such as annual, quarterly, and monthly reports as required by funders.

- Prepare contract budgets (pre/post award) as well as budget modifications.
- Contribute enhancements and increased efficiencies to the grants management processes.
- Assist with data entry in online grant databases and on budgets.
- Organize electronic and paper participant files.
- Assist in preparation for external audits.
- Work with the Government Grant Manager and Sr. Finance Manager to ensure that program expenses are recorded and allocated to the appropriate grant.
- Attend and contribute budget analyses and forecasting to monthly program meetings with various program staff.
- Follow up with funding agencies on payments, modifications and registrations.
- Performs other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

Minimum Qualifications

- Minimum of a Bachelor's Degree required.
- Excellent attention to detail and ability to manage multiple ongoing tasks.
- Excellent written and verbal communication and interpersonal skills.
- Proven ability to work independently.
- Strong computer skills and proficiency with Microsoft Office; willingness to learn how to use Salesforce and FUNDEZ.
- Possess an understanding of federal, state and city funding and reporting regulations and guidelines.
- Effectively manage competing priorities.

Salary/Benefits

The salary range is \$45,000 - \$55,000, dependent upon experience.

HOPE provides a full package of benefits including healthcare and dental insurance, retirement plan, competitive vacation (plus half-day Fridays during summer which is equal to 7.5 additional vacation days, and 12 paid holidays.

Interested Candidates

Email cover letter, indicating what position you are applying for and where you saw the listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

Effective November 1, 2021, HOPE employees are required to provide one-time verification of vaccination against COVID-19.

The HOPE Program is an equal opportunity employer.

WWW.THEHOPEPROGRAM.ORG

