

Work at Center City Public Charter Schools: Join the Finance Team



Reports to: Chief Financial Officer (CFO)

Direct reports: None

FLSA Status: Full-time, Exempt

The Grants Manager will report directly to the CFO and will assist in managing the accounting and grant functions for Center City PCS. You will value the team-based approach to work at the central office supporting our six schools. You will ensure that all transactions adhere to not only the established policies and procedures, but also new regulations and standards that emerge. The grants manager also works closely with necessary teams in the Central Office to ensure grant reports are timely, accurate, and complete. The manager will assist with budgets for external purposes (grant reports, proposals, etc.)

Areas of Responsibility & Accountability

- Monitor local and federal rules and regulations regarding standard accounting practices for public funds, federal funds, private donations, gifts and other designated funds.
- Grant Accounting Experience to administer proper revenue recognition, invoicing, and follow through with A/R for grants
- Administer current grants (17 grants \$3.4M and one \$3.6M grant)
- Ability to act as bridge to Academic staff to translate program requirements in Grant Proposals and create Grant Budgets
- Ability to systematize grant project tracking process internally
- Ability to set up and train staff to "tag" grants with proper project codes
- Ability to coordinate with DC Department of Education(OSSE) to submit requests for new grants and submit grant reports for existing grants
- Ability to "up sell" OSSE and other grantors to increase value of grants or to obtain related grants
- Ability to help identify and apply for additional grants
- Coordinate with other department about grant applications, grant revisions and keep track of grant award notifications.
- Prepare monthly and quarterly financial reports to governmental agencies for expense reimburse.
- Record and monitor the collection of government reimbursement.
- Record grant income.
- Participate in various grant trainings.
- Assist in the preparation for periodic audits performed by governmental agencies and organization's annual audit.
- Work closely with other staff analyzing accounting treatment of funds.
- Prepare grant reports.

QUALIFICATIONS

- Bachelor's degree in Accounting or Finance
- Knowledge of US GAAP and government accounting principles, particularly in regards to the solicitation and receipt of private donor funds

- Experience with standard accounting systems required
- Highly detail oriented and organized in work
- Education experience preferred
- Demonstrated ability to work effectively in a team-oriented environment
- Ability to meet assigned deadlines
- Flexibility and interpersonal collegiality are valued in this role

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/>. Please upload a current resume and a cover letter addressing your interest in Center City PCS into the online application, as well as any additional documentation. All cover letters must describe your interest and qualifications for the finance team role.

More information about Center City Public Charter Schools may be found at: www.centercitypcs.org

Center City Public Charter Schools is an equal opportunity employer.