

**Delaware County Victim Assistance Center
Job Description**

**Manager of Finance and Grants
FT – 35 hours per week**

Position Summary

The Director of Finance is responsible for both the accounting and grants and contracts management functions of Delaware County Victim Assistance Center.

Position Parameters

- Accountable to the Executive Director
- Salaried, exempt position
- Ex officio member of the Management Team

Required Abilities and Skills

- Ability to assume responsibility
- Ability to work as part of a team
- Skill in financial accounting and reporting
- Skill in statistical reporting and understanding
- Excellent organizational skills
- Effective written communication skills, especially in communicating program in both quantitative and narrative terms
- Skilled in the use of technology

Minimum Experience, Training, and Clearances

- Bachelor's degree in business management, accounting, finance, or related discipline
- Two years' experience in financial management, with grantwriting or contract management preferred
- Experienced QuickBooks user
- Satisfactory background checks: child abuse, criminal history, FBI fingerprinting
- Forty hours of sexual assault counselor training, provided by Delaware County Women Against Rape subsequent to hire

Job Responsibilities

Overall Financial Management

- Guide financial decisions and protects assets by establishing, monitoring and enforcing internal controls
- Ensure accurate and timely bookkeeping, either functioning as the agency's bookkeeper or supervising a part-time bookkeeper
- Prepare budgets and analyze budget objectives by scheduling expenditures, assessing variances, and initiating corrective actions

- Monitor the financial status of the organization by overseeing the receipt of income; by scheduling, processing and disbursement of expenditures; and by reconciling bank statements
- Ensure compliance with all legal financial requirements
- Prepare for financial audits
- Prepare financial reports to management and the Board of Directors

Grants and Contracts Management

- Administer PCAR and PCCD contracts, including: funding applications; monthly, quarterly and annual reports; and budget modification requests
- Maintain and update data management system to ensure timely statistical submission from direct service staff
- Train staff on use of data management system
- Prepare statistical and programmatic reports as requested by the Executive Director or department supervisors
- Assist with budget preparation for grant proposals
- Work with Executive Director and department supervisors to ensure contract compliance

Other

- Assist Executive Director and department supervisors in defining, measuring, reporting, and analyzing program or service outcomes
- Participate in all staff meetings and trainings as assigned
- Participate in all-agency fundraising activities and events
- Other VOCA-eligible duties as assigned by the Executive Director

To Be Negotiated: Fund Development: Grantwriting

- Work with Executive Director to identify new sources of operating, program, or capital funding
- Research prospective grant funding, including corporate, private foundation, and government sources
- Manage proposal writing, submission, and reporting. This includes actual grantwriting, overseeing staff who assist with grantwriting, maintaining a calendar of grant submissions, and preparing or overseeing the preparation of all reports to funders.

Employee Signature

Date