

POSITION: Fiscal Sponsorship Manager
FLSA: Exempt
STATUS: Full Time
MANAGER: Director of Fiscal Management and Learning
LOCATION: California
HIRING RANGE: \$65,000 – \$70,000



SUMMARY

This position is a key member of the Fiscal Team and reports to the Director of Fiscal Management and Learning. This position will be integral in monitoring and reporting sub-grant spending as well as responding to training needs of Community Partners. This position will contribute to the development of a strong team to support the LCCL's goals. Necessary skills and expertise in grants management will aid our organization in serving the public by securing and improving business opportunities through effective funding programs and executing meaningful mission-focused projects. This position is expected to travel at least once a week for site visits with our community partners; reliable transportation is required.

PRIMARY RESPONSIBILITIES

Fiscal Sponsorship:

- Maintain contractual relationships that advance the LCCL's charitable efforts
- Provide fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects
- Review and recommend sponsorship agreements that align with the LCCL's mission and vision
- Collaborate with partner-related requests for information from auditors, sponsoring organizations, funding partners, etc.

Financial:

- Perform financial analysis and interpret financial data
- Prepare and interpret cash flow analysis, proformas, and other analytics
- Work with fiscal team and program managers to ensure grant finances are accurately accounted for
- Reconcile partner invoices, process requests for reimbursement, and maintain accounting files.
- Review partner budgets and policy documents and apply knowledge to other fiscal processes.
- Advise partner staff on GAAP and "best-practice" for non-profit entities
- Review partner financial reporting for accuracy and completeness
- Manage timelines and deliverables.
- Inspect the budget and general ledger for assigned accounts, ensuring that funds are available, and expenditures are assigned correctly.
- Review and/or assist with preparation of financial statements and records provided to federal, state, and auditors.

Grants:

- Assess grant financial health, diagnose problems, identify concerns and propose solutions
- Prepare grant-level monthly budget status and progress reports
- Prepare/post journal entries and monitor funder code/sub account activity
- Manage overall financials of grant efforts and optimize the grant administration process
- Review grant documentation and ensure compliance with grant funding regulations
- Coordinate and engage with grant writers and senior leadership
- Prepare and monitor budgets for grants; including coding, tracking expenses, recording revenue, and balancing spending.
- Ensure documentation is received from grantees to initiate payments, and that payments are made on time, initiated in the system, tracked in the database, and communicated with the grantee.
- Manage the grant database for accurate and complete data entry for all aspects of contracts, amendments, payments, and reporting.

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QUALIFICATIONS

Education and Experience

- BA/BS in Finance, Accounting, or business related field or equivalent experience
- 5+ years increasingly responsible nonprofit and/or grant accounting experience
- Reliable transportation for expected 20% local travel
- Proven functional knowledge of day-to-day financial and accounting management for nonprofits
- Proven experience offering Technical Assistance to an audience with widely varied understanding of accounting principles
- Knowledge of GAAP, business principles and standard operating practices
- Methodical and strategic thinking and project management skills.
- Understanding of Federal grant requirements, including the Federal Uniform Guidance as well as experience managing State, County, and City contracts preferred.
- Computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint), Quickbooks and related accounting software..
- Interest in and commitment to community needs, especially reentry and victims' services.

Valued knowledge, skills, and abilities:

- A commitment to our mission.
- Ability to identify errors on large spreadsheets/models and ability to dig into the data to understand the source of the errors.
- Ability to identify when a process needs to be implemented, changed or left alone.
- Ability to prioritize tasks across multiple locations and multiple business needs, combined with ability to quickly switch between tasks.
- Ability to coach others on best practices in setting up their bookkeeping systems.
- Team player with a demonstrated ability to initiate and maintain collaborative professional relationships.
- Strong organizational skills: a self-starter who can prioritize and multi-task.
- Strong writing and communication skills.
- Strong analytical skills.
- Intellectual curiosity and strategic thinking.
- Capacity to take the initiative without being asked.
- Driven to getting the end-result on/before deadline and with exceptional accuracy.
- Possession of both a "big picture" understanding of the role of the finance function while simultaneously being comfortable digging into the details of the business.
- Comfort in an entrepreneurial environment that seeks to implement new processes and enjoys the challenge of growing a business.
- Strong interpersonal skills and experience required to support change throughout our organization.