



Administrator of Grants

The Public Children Services Association of Ohio, a non-profit located in Columbus, Ohio, seeks a full-time administrator to manage the financial and procedural compliance of a \$5 million federal grant and future awarded grants, and to oversee the financial and record-keeping side of the grant-making process with sub-grantees. This full-time position is grant-funded.

Specific responsibilities include:

- Ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing and producing relevant reports, monitoring, and post-award management.
- Develop and maintain fiscal and accounting records in the QuickBooks system for federal grant funds and required matching funds according to Generally Accepted Accounting Principles, relevant OMB circulars, and federal grant fiscal provisions.
- Establish and maintain reporting relationship with sub-grantees by developing and maintaining all grant agreements and MOUs pertaining to grant awards, ensuring monthly reporting and reimbursement compliance in a timely manner, analyzing and documenting results, addressing issues, and overseeing the allocation of funds to sub-grantees and contractors.

The ideal candidate will have:

- Experience with managing financial awards and monitoring sub-grantee expenditures
- Accounting knowledge and MS office skills, and preferred knowledge with QuickBooks
- Strong project management and time management skills; highly organized and detail-oriented
- Ability to travel the state if needed

Candidates for the administrator of grants position should have a bachelor's degree in business administration or finance/accounting with 2-4 years of professional experience or at least five plus years in bookkeeping or accounting, with knowledge of GAAP. Salary will be commensurate with experience and qualifications. Benefits include health insurance and generous retirement plan. More information about PCSAO can be found at www.pcsao.org.

Please submit a cover letter and a resume to the Director of Operations, PCSAO at Jeed@pcsao.org with the position title in the subject field by May 31. This is an office-based position in Columbus, Ohio. PCSAO is an Equal Opportunity/Affirmative Action Employer.

Date of posting: May 15, 2017