



the campaign to prevent unplanned pregnancy

Senior Grant Finance Manager – Part Time

About Power to Decide

Power to Decide, the campaign to prevent unplanned pregnancy, believes that all young people should have the opportunity to pursue the future they want, realize their full possibility, and follow their intentions. These beliefs guide our work to ensure that all young people have the power to decide if, when, and under what circumstances to get pregnant. We provide objective, evidence-based information about sexual health and contraceptive options, and we work to guarantee equitable access to and information about the full range of contraceptive methods. We are a national, non-partisan organization that is committed to common ground, common sense solutions and catalyzing innovation in the public and private sectors.

Position

Power to Decide seeks a Senior Grant Finance Manager to work approximately 20 hours a week to support a portfolio of governmental and non-governmental grants by providing ongoing management and preparation of financial grant reporting and analysis, grant budget development and grant forecasting.

The chosen candidate must be detail-oriented and have an ability to carry out work with the highest levels of accuracy and efficiency.

Major Responsibilities:

- Consult and collaborate to implement program budget development for new programs, grant proposals, contracts.
- Evaluate and manage budgets to ensure compliance with the Power to Decide accounting structure.
- Maintain, manage, and forecast budget and expenditure information; monitor commitments, accruals, and obligations; track and forecast expenses, as well as monitor cash receipts, advances, and accounts receivable.
- Create and execute financial reports reflecting status of programs on a grant-to-date basis in order to:
 - Track and analyze contract spending by specific funding category.
 - Evaluate programs through comparison of actual performance with budgeted/planned objectives.
 - Interpret financial information for practical use by CEO, CFO/COO, Chief Program Officer, VP Communications, and Directors, to identify and flag and issues for resolution.

- Monitor compliance with grant funding regulations; provide technical guidance to Power to Decide program staff regarding allowable/unallowable costs.
- Advise CEO, CFO/COO, Chief Program Officer, VP Communications, and Directors in preparing budget modifications, carryover requests, extension requests, and other reports to the Donor, as needed
- Create all interim and final fiscal reports and submit in federal formats, as required by grant agreements.
- Monitor expiring grant budgets and provide information for grant close-out per Donor regulations.
- Advise Power to Decide Controller when needed on cash management duties such as federal draw-downs and billings.
- Prepare annual department budgets in conjunction with Senior Management and COO/CFO.
- Assist with preparation of financial information to be presented to the Finance Committee as well as the full Board of Directors.
- Perform other related duties and special projects as assigned.

Qualifications

We are looking for someone who will think big, embrace innovation, and seek new ways of addressing issues. The successful candidate will be responsible, conscientious, adaptive, and resourceful. They will value diversity of thought, backgrounds, and perspectives; be collaborative and proactive; and work effectively as part of an integrated cross-functional team. They will be able to comfortably embrace a non-ideological “big tent” approach to sexual health and unplanned pregnancy prevention, and be passionate about health equity and creating a culture in which all young people can thrive.

The successful candidate will have/be:

- Bachelor’s degree in accounting, finance or a related field. CPA Preferred.
- Minimum of 5-7 years of progressively responsible experience in non-profit organization as a grant accountant, staff accountant, budget analyst or contract administrator.
- Possess an understanding of how to interpret funding and reporting regulations and guidelines. Demonstrated experience in Federal Cost Principles.
- Advanced-level experience with budgeting software and report writing tools including Microsoft Excel and Dynamics SL, or other corporate accounting system.
- Excellent communication and interpersonal skills. Demonstrated ability to translate complex financial concepts for non-financial project managers.
- Demonstrable ability to prioritize tasks according to deadlines and deliver work on schedule with minimal supervision.

The Senior Grant Finance Manager is an exempt position. Salary is commensurate with experience and Power to Decide has an excellent benefits package including health, dental and vision insurance, 403b, flexible spending accounts, flexible work schedules, and generous leave. Power to Decide is committed to maintaining a diverse staff and an inclusive, multicultural environment. We are proud to provide equal employment opportunities (EEO) to all employees and applicants without regard to actual or perceived race, color, religion, national origin, parenting status (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or

expression, veteran status, uniformed service member status, disability or any other characteristic protected by law.

Please send a cover letter and resume to: recruitment@powertodecide.org