



## **Grant and Finance Manager**

Groundwork Ohio River Valley (GWORV) is seeking a highly-motivated candidate for a Grant and Finance Manager position. Given the dynamic nature of GWORV, this individual may be called upon, and will have the opportunity, to engage in any number of other activities that further the mission of GWORV. This position will work closely with the executive director, program directors, board treasurer, and outsourced accounting firm.

### **Maintain financial records**

- Maintain responsibility for general ledger (currently in QuickBooks Online). Assist outsourced accountant to categorize all expenditures and receipts, including payroll, by natural account, fund, and functional area.
- Oversee system for collecting cash receipt and cash disbursement information from personnel (receipts).
- Maintain cash flow projections.
- Monitor bank and credit card activity.
- Produce financial information needed for grant applications and reporting (also see “Accounts receivable and grants management”)
- Assist with determining appropriate grant and contract expenditures. Manage restricted and conditional funds in alignment with disbursement policies.
- Maintain updated billable rates in compliance with 2 CFR 200 for personnel, fringe, and indirect expenses.
- Maintain updated billable rates for fee-for service work based on wage and burden.
- Assist with project bids and budgets, including budgets for contracts and grants.
- Work with board treasurer and outsourced accountant to communicate financial results for bi-monthly board meetings.

### **Accounts receivable and grant management**

- Review new grant agreements for compliance requirements and draw methods
- Initiate grant draws and collect information needed to complete the draw process.
- Initiate all other customer invoicing (e.g. Green Corps service contracts). Work with program directors and executive director to determine appropriate invoicing methods and collect information as needed.
- Receive and deposit funds in alignment with internal controls.
- Follow up on aged accounts receivable



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### **Accounts payable**

- Maintain accounts with vendors and collect W-9's, including from all community advisory group participants.
- Ensure all approved bills, disbursements, and reimbursements are uploaded for outsourced accountant to process.

### **Office support**

- Manage PO Box
- Oversee password management
- Ensure that organizational records are maintained in compliance with document retention policy
- Ensure all electronic records are secure
- Maintain SOP of all administrative processes
- Maintain vehicle registrations
- Support information technology, security, and other office management and administrative needs

### **Donor management**

- Ensure acknowledgement letters are sent and in compliance with IRS standards

### **Compliance**

- Oversee filing of annual forms 1099 by outsourced accountant
- Oversee review by board and filing of annual federal form 990 and Ohio Charitable Registration by outsourced accountant
  - o Assist outsourced accountant with the following year-end adjustments:
    - Categorization of net assets
    - Revenue recognition
    - Indirect expense allocations
    - Functional expense allocations
- Oversee annual unclaimed funds notification, filing, and remittance with State of Ohio,
- Maintain business filing with Ohio Secretary of State
- Maintain liability insurance policies
- Maintain vehicle insurance policies
- Maintain workers compensation policy(ies)
- Maintain state unemployment insurance policy(ies).
- Work with outsourced accountant to maintain state and local payroll withholding accounts.
- Review filing of quarterly forms 941 etc.
- Ensure appropriate Internal Controls and fund disbursement policies are in place and compliance with controls



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### Qualifications

- Drive and ability to take ownership over all grant management and finance functions of a nonprofit organization with minimal supervision, and a commitment to improving processes and maintaining compliance with funders.
- Attention to detail, organized, flexible, and independent
- Knowledge of or ability to learn nonprofit administration and financial management, including fund accounting.
- Software competencies preferred:
  - MS Excel
  - Google Drive applications
  - QuickBooks Online

### Compensation

- Full-time exempt. Part-time candidates will also be considered.
- Starting annual salary: \$41,600 - \$52,000 per year, based on experience. \$20 - \$25/hr if hired part-time.
- Immediate eligibility for employer-sponsored benefits for employees working at least 30 hours per week, including the following:
  - Employer-sponsored health insurance, including H.S.A. option
  - Employer-sponsored dental and vision insurance
  - SIMPLE IRA with 3% employer match
  - \$50,000 of Employer-paid life insurance benefits
  - 160 hours paid time off per year

### To apply

- Email cover letter and résumé to Katie Keller ([kkeller@groundworkorv.org](mailto:kkeller@groundworkorv.org)).
- Applications will be evaluated on a rolling basis. Please apply by August 14th, 2023.