

United Way of the Greater Lehigh Valley Job Posting

Posting Date: 1/19/23
Position: Manager, Grant Administration
Department: Finance & Administration
Supervisor: Fonta Reilly, Director Grant Development
Status: Salary, Exempt, Full-time
Salary range: \$50k to \$55k annually

Position Description

Manage financial aspects of an assigned portfolio of Federal, State, local, foundation and corporate grants awarded to our United Way.

Tactical responsibilities include creating and analyzing grant budgets, monitoring grant compliance, tracking and documenting all grant spending, managing accounts receivables and accounts payables for grants and providing all financial reporting required by grantors, lead grant implementation teams.

Provides financial oversight to ensure non-duplication of staff time and resources across grants and assists with the maintenance of the federal indirect cost rate.

Work Experience and/or Education

At least 3 years of work experience in the non-profit sector an accounting function (AR, AP, reconciliations, budgeting, controller). Experience working with grant compliance a plus. Relevant experience in other sectors or related education considered in lieu of work experience.

Skills for Manager Grant Administration

- Demonstrated skills in accounting functions: AP, AR, budgeting, interpreting financial statements
- Familiar with grant compliance in a non-profit organization (plus)
- Knowledge of federal and state grant guidelines (plus)
- Experience with project management
- Advanced user of Microsoft Excel
- Familiarity with accounting software
- Understanding of and commitment to the mission, vision, and goals of United Way

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-3% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

This position is based in person in our office in Allentown, PA for at least 70% of the schedule.

HOW TO APPLY

Interested candidates may apply via: <https://unitedwayglv.isolvedhire.com/jobs/792289-289205.html> . Send any questions to maryt@unitedwayglv.org.

