



## CATALINA ISLAND CONSERVANCY

*A responsible steward of its lands through a balance of conservation, education and recreation*

### JOB DESCRIPTION

**POSITION:** Grants/Budget Analyst

**SALARY GRADE:** 106

**SALARY RANGE:** \$71K – 106K

**REPORTS TO:** Finance Director

**STATUS:** Full-Time, Exempt

**UPDATED:** April 24<sup>th</sup>, 2023

**DEPT:** Finance/Administration

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**FUNCTION:** This key role in the Finance Department will be a Grants/Budget Analyst position at the Conservancy's Long Beach location. The Grants/Budget Analyst reports to the Finance Director and will be responsible for providing analytical support in building financial proposals, translating those proposals into actionable budgets, and producing reports to measure progress against those budgets. This position will also be responsible for ensuring the allocation of expenses against the grant budgets in compliance with grant terms and ensuring the reports are maintained in the organization's accounting system. The candidate must be proficient in and be able to prepare budgets, provide accurate budget comparisons, and make recommendations for budget modifications. Success in this role will rely heavily on strong data management skills, analytical and automation skills, knowledge of financial accounting, cost principles, and administrative requirements for non-profit organizations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare the annual budget, program budgets and financial reports with Conservancy managers, Finance Director and Chief Financial Officer, having a complete and thorough understanding of the funding source and organization requirements
- Prepare a variety of financial reports, internally for Conservancy managers and externally as required by the board of directors and funders
- Prepare budget modifications with Conservancy managers and Finance Director as needed
- Perform accounting and financial functions, including preparing monthly reports and budget and expense analysis.
- Prepare, input, and monitor grant-related financial activities and journal entries, including revenue and indirect expense allocations.

- Monitor grant related expenditures, revenue, and budget reporting any inconsistencies with the approved budget and management plan in coordination with the Development, Programs and Finance teams. Allocate direct and indirect expenses to various grants in accounting system.
- Assist with grant closeout procedures in accordance with regulations; reconcile and close grants on a timely basis.
- Enhance the process to perform monthly journal entries to allocate costs across expenses accounts.
- Be the "go-to" person for questions regarding the organization's budgets and grants.
- Provide budgets and grant related financial analysis as needed.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (BA/BS) in accounting, finance, business or equivalent from a four-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience. Knowledge of accounting principles is required. Minimum three (3) years of experience developing budgets and financial reports. Working knowledge of intermediate accounting and grant compliance procedures. Ability to analyze and monitor financial statements, budgets, and other financial reports.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret accounting and financial data, accounting procedures as set by GAAP and FASB, or governmental regulations. Ability to effectively present information and respond to questions from managers and employees.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, fractions, proportions, ratios, and percentages.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**COMPUTER SKILLS:** Ability to work in a PC environment utilizing accounting software, spreadsheet, and word processing applications (Excel, Microsoft Word, and MIP Fund Accounting). Experience using budgeting and forecasting software such as Sage Intacct highly desirable.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job.
- Work location has moderate noise levels and is a non-smoking environment.
- Most of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.
- Travel to the Long Beach office 1-2 times a week is required and travel to the Avalon office on occasion may be required.