



CATALINA ISLAND CONSERVANCY

To be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

JOB DESCRIPTION

POSITION: Senior Grants/Financial Analyst

DEPT: Finance/Administration

REPORTS TO: Finance Director

STATUS: Full-Time, Exempt

GRADE: 107

SALARY: \$82K - \$105K

WORLD LEADER IN CONSERVATION: The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

FUNCTION: This key role in the Finance Department will be a Senior Grants/Financial Analyst position at the Conservancy's Long Beach location. The Senior Grants/Financial Analyst reports to the Finance Director and will be responsible for managing all restricted grants and projects by leading the budgeting, forecasting, tracking and reporting efforts. The duties include working collaboratively with the Grants Manager and other Department Managers to build actionable budgets and forecasts, tracking revenue and spend to measure progress against those budgets, and producing reports for Grants Manager, Finance Director, and Department Managers. 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, strong people 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, project budgets and financial reports with Grants Manager, 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 five years related experience and/or training; or equivalent combination of education and experience. Knowledge of accounting principles is required. Minimum five (5) 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; Must be proficient in Excel. Experience using budgeting and forecasting software such as Sage Intacct highly desirable.

PEOPLE SKILLS: Ability to work collaboratively with Grants Manager, Finance team, and Conservancy Managers.

WORK ENVIRONMENT:

- 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 2 times a week is required and travel to the Avalon office in Catalina Island on occasion may be required. Monthly Conservancy field days are also offered and optional to get more involved with the Conservancy's mission.