



Empower Everyone. Ignore No One.

MANAGER, GRANTS & FINANCE

GO2 Foundation for Lung Cancer is seeking a talented and passionate addition to our Finance/Operations team. Our ideal candidate will have at least 2 years of experience in accounting, finance, grants management, audit and budget. You will have exceptional interpersonal and written communications and relationship building skills to interact with all teams within our nonprofit organization. You will have strong attention to detail, time management and Microsoft Office skills, and be a proactive critical thinker. You understand the fast pace of a mission-based organization and will be a strong collaborator and contributor of fresh ideas. This position may be fully remote! (Or, it may be near our Washington, DC or San Carlos, CA offices.) *Please see below for more details.*

TO APPLY:

- Use this URL to apply through Indeed's website:

https://www.indeed.com/viewjob?t=manager+grants+finance&jk=3d6db1d03bb0e556&_ga=2.250431750.1446507249.1631791372-1111152475.1605819057

******Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. ******

POSITION SUMMARY

The Manager, Grants & Finance will facilitate grants and financial management, ensuring accurate systems are in place to track all required financial and grants-related information. The Grants & Finance Manager will optimize the grant administration process, prepare progress reports, ensure compliance with grant regulations, review grant proposals, manage grant databases, assist with audits, account reconciliation, payroll tax filings, budget development, and prepare financial reports.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

Grants Management

- Manage accounting, reporting and compliance related to all grant awards, other restricted and unrestricted funding sources. Ensure compliance with all donor requirements and restrictions.
- Ensure the timely recording, processing and reconciliation of monthly activity related to restricted funds, including indirect cost entries, revenue recognition, donor invoicing and revenue releases.
- Identify and develop strategies to optimize the grants administration process.
- Manage timelines and deliverables.
- Develop systems to accurately track income and expenses for grants, ensuring funds are used according to the grant requirements.
- Keep relevant staff informed about upcoming deadlines and reports, thereby ensuring smooth receipt of necessary information and completion of grants reporting.
- Prepare financial or budget plans and allocation.
- Provide detailed reports to the philanthropy department for submission to funders as well as to staff supervising the projects.
- Provide training to staff on grants management and reporting requirements for all new grants.

Financial Management / Budget

- Reconcile accounts monthly.
- Assist in monthly closing.
- Serve as back up to the Director of Finance.
- Provide support during audit, gathering documents and information.
- Review payroll tax filings monthly.
- Assist in the development of the overall budget document and all the departmental level budgets.
- Prepare quarterly reports for overall organizational departmental level budgets.

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES



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- Experience with accounting systems, preferably QuickBooks and grants management systems.
- Thorough understanding of accounting and budgeting principles and practices especially in a non-profit setting.
- Methodical and strategic thinking.
- Excellent project management and organizational skills.
- Knowledge of auditing policies and procedures.
- Ability to present accurate and clear financial and budget reports.
- Demonstrated solutions-oriented approach to resolve any problems or issues.
- Exhibit good judgment and decision-making ability. Able to prioritize, manage projects, work well with others in with a diplomatic, positive style.
- Excellent written and verbal communications skills.
- Ability to respond quickly and professionally to meet deadlines and achieve results in an ever-changing environment.
- Independent, self-starter; proactive.
- Ability to work effectively within a team and with diverse groups and individuals.
- Strong organizational skills, with the ability to manage multiple tasks.
- Computer proficiency, preferably with familiarity with Microsoft Word, Excel, PowerPoint, Teams; databases.

REQUIRED EDUCATION / EXPERIENCE

- Bachelor's degree in accounting or finance, business administration, or equivalent.
- 2 - 4 years of experience in accounting and grants management, preferably in a non-profit environment.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This job will be performed in an office environment (GO2 office or remote/home office), primarily sitting at a desk, and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS

This position will require occasional travel to GO2 office locations.

EEO STATEMENT



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GO2 Foundation for Lung Cancer embraces diversity and belonging and provides equal employment opportunities and consideration to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.