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**JOB DESCRIPTION**

**Contracts and Grants Manager**

Finance Department

full-time (35 hours, 4 days/week), salaried

**Casa Myrna** is Greater Boston’s foremost provider of solutions to end domestic and dating violence. The agency operates three residential programs in Boston for survivors and children made homeless by domestic violence, a comprehensive range of advocacy and supportive services, and SafeLink, Massachusetts’ statewide 24/7 toll-free domestic violence hotline. Casa Myrna believes that every relationship should be safe and healthy, and works to end domestic and dating violence through education, awareness and prevention.

The **Contracts and Grants Manager** reports to the Director of Finance, and works in close collaboration with finance and program staff. This critical position is responsible for managing the financial, reporting and compliance aspects of approximately $7 million in government contracts, service contracts and foundation grants.

**Principal** **Duties and Responsibilities**

* Tracks and maintains master list of activities related to government contracts, service contracts and foundation grants, including submission, budget development, budget amendment, invoicing and reporting timelines.
* Coordinates active contracts and grants management ensuring timely submission of reports, budgets, budget amendments and invoices.
* Establishes accounts setup in financial system and prepares and posts all accounting entries (transactions and journals) related to contracts and grants.
* Prepares and submits invoices/billings and collects funds in support of contracts and grants expenditures.
* Prepares and ensures the timely submission of all applicable fiscal reports.
* Builds and maintains a working relationship with internal partners to ensure communication regarding contracts and grants is consistent, complete and informative. Informs finance and program staff of contracts and grant awards, data collection and report due dates. Reviews data collection needs with program staff, monitors program data inputs into services database, and creates applicable reports for staff and funders.
* Tracks, reviews, analyzes and reconciles contracts and grants related activities to all financials and other related reports.
* Computes, prepares, submits and negotiates the annual indirect cost rate application annually.
* Creates and maintains a Contract and Grant Accounting Handbook, to serve as the policies and procedures manual for managing all contracts and grants.
* Through professional development training, mandatory seminars and networking, stays abreast of changes related to trends in non-profit contract reporting, special programs, restricted grants, applicable Office of Management and Budget Circulars and other regulatory compliance.
* Provides backup for payroll processing.
* Other related duties as assigned by Director of Finance and Chief Executive Officer.

**Qualifications and Requirements**

* Bachelor’s degree in accounting, finance, business or a related field desired.
* Five years of relevant experience in a similar non-profit financial accounting role.
* Experience with management of grants and state and federal contracts preferred.
* Knowledge of general accounting principles including reporting requirements and procedures related to federal/state contracts and grants, cost accounting and Uniform Guidelines.
* Knowledge of budget preparation and administration, financial record keeping and reporting.
* Ability to interpret contracts, requirements, policies and procedures related to contracts/grants, applicable laws, rules and regulations.
* Ability to compile and analyze data and prepare summary status reports.
* Strong financial management skills.
* Excellent command of Microsoft Office applications (specifically Excel, Word, and Outlook), database systems and accounting software (QuickBooks).
* Excellent attention to detail.
* Ability to self-manage work load and meet time-frames and deadlines.
* Ability to work with colleagues across functions (e.g., staff from finance and programs).
* Integrity a must.
* Maintains confidentiality of financial information.
* Must be committed to Casa Myrna’s mission and philosophy.

**Salary range:** $55,000-$60,000

**Location:** Dorchester

**Hours**: full-time (4 days and 35 hours/week); specific hours to be negotiated

**Benefits:** Casa Myrna offers: family friendly schedule; generous paid time off and holidays; health, dental and short term disability insurance; retirement savings plan; and opportunities for professional development and training

*Casa Myrna is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities and LGBQ/T people are strongly encouraged to apply.*

Please submit cover letter and resume to [jobs@casamyrna.org](file:///%5C%5Ccmv-fp03%5CHR%5CAA%20-%20JOB%20DESCRIPTIONS%20FY12%20-%20FINAL%5Cjobs%40casamyrna.org). Note that resumes without a cover letter will not be considered.